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Classification and Standardization

AND

Description of Duties of Positions in the Classified Service of the City of Saint Louis

1918

EFFICIENCY BOARD OF SAINT LOUIS

CHARLES HERTENSTEIN, *Chairman*
H. G. CLYMER
F. P. FURLONG

W. E. VAN PELT, *Secretary*
CHAS. E. CULLEN, *Chief Examiner*

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INTRODUCTION.

THE present Charter of the City of St. Louis divides the duties of the Efficiency Board into three types of work, found in Article XVIII, Section 4, to-wit:

Clause (a)—The classification and standardization of all positions in the Classified Service; Clause (b)—The holding of examinations and tests of applicants for positions in the Classified Service, and Clause (h)—The investigating and keeping a record of the efficiency of officers and employes in the Classified Service.

As the creation of eligible lists for various positions through examinations and tests was the most imperative of the three duties, that work was undertaken as soon as the Board could put a system into operation and examinations for various positions have been given since March, 1915.

The duty of classification and standardization was next undertaken and all positions in the City service have been classified on the basis of duties performed.

The City Charter specifies in Article XVIII, Section 3, Clause 1, what shall be included in the Unclassified Service. All positions not so specifically included are placed by the Charter in the Classified Service.

All employes, except unskilled laborers, and those performing duties in well defined skilled trades, were asked to describe in detail their duties and the history of the service on a blank form provided for that purpose. Of approximately 7,100 municipal employes in the Classified Service, 2,100 were found to be unskilled laborers and there are about the same number of semi-skilled and institutional employes. Over 3,100 blank forms were filled out by employes and all positions have been classified into thirteen schedules, as follows:

	Schedule.	No. of Employes.
1.	Administrative	16
2.	Educational	123
3.	Fire Prevention	832
4.	Clerical	545
5.	Inspectional	265
6.	Investigational	32
7.	Professional	249
8.	Sub-Professional	215
9.	Custodial	187
10.	Skilled Trades	412
11.	Unskilled, Branch A	2,091
12.	Unskilled, Branch B	1,304
13.	Unskilled, Institutional	624
		6,895

The term "Schedule" is a general term of classification attaching to positions of like type in the Classified Service without regard to the detail work of the positions comprised and is designated by a symbol; for example, Skilled Trades Schedule (Symbol T).

These schedules were further divided into groups, the term "Group" being a general term of classification designating a subdivision of a Schedule for the purpose of indicating positions with duties of a like nature, vocation or trade and determining conditions of appointment and lines of promotion.

Similarly, each group was divided into grades, the term "Grade" designating a subdivision of a Group comprising positions with duties of substantially similar quality, difficulty, improvements, responsibility, and compensation and marking conditions of appointment and steps of promotion.

Within each group the grades have been based on the following standards:

Grade I. Positions the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience.

Grade II. Positions the duties of which require training, experience and ability, involving fixed responsibility, may or may not have direction of others.

Grade III. Positions the duties of which involve independent judgment and accountability for the work of others. Also positions requiring a high order of specialized knowledge and professional ability, but not necessarily direction of others.

Grade IV. Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of others.

Grade V. Positions the duties of which are executive and administrative, involving entire responsibility for important work, either independently or directly, under the head or heads of a department or division.

Some of the groups have been found to require more, and some less, than five grades because of the nature of the duties.

Within each grade positions have been defined under proper Titles and Description of Duties.

The classification having been established, there remained the duty of standardizing the salaries. The Charter, Article VIII, Section 7, prescribes that all salaries or compensation in the Classified Service shall be uniform for like service. The Charter also prescribes, Article XXV, Section 14, for an eight-hour day for mechanics and laborers and that not less than the prevailing rate of wages shall be paid. Taken together, the requirement is evidently that salaries shall be standardized by this Board, shall be uniform for like service and shall be based on the prevailing rate of wages paid in the community.

In order to ascertain what the average or standard wages are, this classification was first printed in questionnaire form and was sent to employers of all classes for the purpose of learning the wages paid by them for services similar to those performed in the City service, with the following request:

To Merchants, Manufacturers, Bankers, Contractors
and other Employers:—

Please state opposite the duties of each position the annual, monthly, weekly, daily or hourly rate of wages paid:

1. Annual or other increase.
2. Minimum and maximum possible.
   Please mention any other compensation the employe performing such duties receives, such as:
3. Discount or cost price of goods purchased.
4. Bonuses for goods sold over certain amount.
5. Annual allowance at Christmas time.
6. Other perquisites:
   (a) Vacation:
      with pay
      without pay
   (b) Meals furnished.
   (c) Lodging furnished.
   (d) Laundry furnished.
7. Hours of work:
      Hours per day.
      Hours on Saturday.
      Hours on holidays.
      Consecutive or split hours.

Any other information affecting compensation for any work described under the duties of a position should be set opposite that position.

EFFICIENCY BOARD OF ST. LOUIS.

Returns were received from over fifty firms out of one hundred who were solicited to co-operate in the above way. These returns were tabulated and the average ascertained.

The compensation paid for positions in the municipal service of the leading cities of the country was then obtained through the co-operation of the officials of those cities in the form of the latest municipal reports available.

Other factors aside from the actual salary or compensation paid in private employment were taken into consideration because of the difference existing between positions in private service and public employment.

FACTORS IN DETERMINING COMPENSATION.

1. The Market Value.
   Based on inquiries of other cities, and of private employers.

2. Changes due to abnormal conditions.
   The proposed standard rates shall not be immutable rates, but changes in market and industrial conditions are to be met as follows:
   (a) By resolution of the Efficiency Board suspending one or more of the initial ranks of compensation. This to APPLY TO MEET CONDITIONS NOT LIKELY TO CONTINUE.
   (b) By resolution of the Efficiency Board changing the salary rates, substituting the new rates for the old one in the rules. This to APPLY TO CONDITIONS WHICH HAVE CHANGED PERMANENTLY, so far as can be foreseen.
3. Conditions peculiar to Municipal Service. ADVERSE AND FAVORABLE.
4. The City wishes to be a MODEL or STANDARD EMPLOYER in the community.
5. The prevailing rates of wages clause. Generality of use of the union scale. On Skilled Trades, and Branch B position, an annual inquiry should be used to determine the prevailing rates. In such positions placed on an hourly or daily rate, the rate should be different from the rate paid to men employed continuously for the whole month or year.
6. The adoption of a Range of Salary rather than a fixed Rate.
   An incentive to remaining in the service.
   An elimination of discrimination by superior officers.
   Takes the place of discounts, bonuses, and other perquisites allowed in private employment.
7. Simplification of personal service accounting.

For positions not subject to general conditions governing the prevailing rate of wages, as generally understood, a range of compensation was adopted, wherever possible, in order that employes in positions of this type might have a definite idea of their prospects for advancement within a grade. This also avoids the frequent requests for advancements in salary from individuals or groups of employes not governed by the prevailing rate of wages, and makes possible a definite scheme of estimating in advance the amounts necessary for the personal service portion of a budget. Advancement in positions where a range of salary is provided is dependent on both length and meritorious character of service, to be shown by the service records kept by this Board.

Adopted this sixteenth day of April, 1918.

EFFICIENCY BOARD OF ST. LOUIS,
Charles Hertenstein, Chairman,
H. G. Clymer,
F. P. Furlong.

Attest:
W. E. Van Pelt, Secretary.

ADMINISTRATIVE SCHEDULE.

SYMBOL (A).

(Rule II, Sec. 4a.)

Definition of This Schedule.

The term "Administrative Schedule" is applied to those offices or employments, the incumbents of which are to assume primary responsibility for the planning, direction, control and result of every action taken within their jurisdiction.

Definition of Class.

The term "Class" is used within groups in this Schedule to indicate difference in degree of responsibility on account of the size of the institution, amount of money expended, number of employes directed, or number of resident inmates cared for.

MANAGERIAL GROUP.

SYMBOL(AM).

Definition of This Group.

The term "Managerial Group" is applied to those employments of the City Government, the incumbents of which are required, subject to the approval of a higher officer, to perform work (not classified in any other group) in directing or assisting in the direction of one of the city institutions.

(Only those positions of a managerial nature considered as lay or non-technical; i. e., not requiring special technical training, are placed in the Managerial Group. Positions including managerial duties, but requiring technical training, are classified in the appropriate groups requiring such training; e. g., professional positions are classified under Professional Schedule (P).

TITLE—WARDEN OF MUNICIPAL JAIL.
SYMBOL (AM J).

Description of Duties.

Control and superintendence of the jail, deputy warden, jail guards and other employes, with full responsibility for the care, treatment, and custody of the persons and property of individuals confined in the jail, for the discipline and direction of employes, and for the business management of the jail as a public institution.

Range of Compensation:
First Year:
$1500.00 *per annum.*
Second Year:
$1620.00 *per annum.*
Third Year:
$1740.00 *per annum.*
Fourth Year:
$1740.00 *per annum.*
Fifth Year:
$1800.00 *per annum.*
Residence and keep for self and family furnished.

TITLE—MANAGER, MUNICIPAL LODGING HOUSE.
SYMBOL (AM L).

Description of Duties.

Supervision and administration of the Municipal Lodging House of the City of St. Louis, including the housing and feeding of such unfortunates without a home in the city, as seek relief, under such regulations regarding the earning thereof by the applicants as may be decided upon. Records of such kinds as are required by ordinance and the Director of Public Welfare are kept by the Manager, and he is responsible for the economical procuring and distribution of such supplies as are necessary, subject to the Charter and ordinances.

Rate of Compensation:
$100.00 *per month.*

TITLE—WARDEN OF MUNICIPAL WORKHOUSE.
SYMBOL (AM W).

Description of Duties.

Control and superintendence of the Workhouse, guards and other employes of the Workhouse, and the care and custody of the persons and property of all individuals confined therein at all times of day and night, and their assignment to various employments.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2040.00 *per annum.*
Fifth Year:
$2100.00 *per annum.*
Residence and keep for self and family furnished.

TITLE—MANAGER, CITY HOSPITAL.

Description of Duties.

SYMBOL (AM C).

Charge of the administration of the City Hospital, direction of all employes, responsibility for the harmonious working of the various administrative units, procuring and distribution of the proper quality and quantity of supplies, and responsibility for the administration of the Hospital to the Commissioner. There are about 500 beds, about 400 employes and the annual expenditure is about $250,000.

Range of Compensation:
First Year:
$2520.00 *per annum.*
Second Year:
$2640.00 *per annum.*
Third Year:
$2760.00 *per annum.*
Fourth Year:
$2880.00 *per annum.*
Fifth Year:
$3000.00 *per annum.*
Residence and keep for self and family furnished.

TITLE—MANAGER, INFIRMARY, ISOLATION HOSPITAL AND PUBLIC CEMETERY.

SYMBOL (AM Inf.).

Description of Duties.

Responsible charge and supervision of the City Infirmary, its organization, records, employes and the admission and care of inmates. The Manager is responsible for the housing and care of such unfortunates as seek relief under regulations imposed by ordinances and the Hospital Commissioner. He is responsible for the handling and distribution of supplies and equipment. He shall also act as lay manager of the Isolation Hospital. He shall reside in the Infirmary. He shall also maintain the public cemetery at the Infirmary.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1900.00 *per annum.*
Third Year:
$2000.00 *per annum.*
Residence and keep for self and family furnished.

TITLE—MANAGER, ST. LOUIS INDUSTRIAL SCHOOL AND BELLEFONTAINE FARMS.

SYMBOL (AM IS).

Description of Duties.

Responsibility for the custody of minors committed to the Industrial School and of instruction not otherwise provided by Board of Education; appointment and assignment of all employes; planning and direction of all the work of the institution, including household administration and maintenance of grounds, buildings and equipment.

Range of Compensation;
First Year:
$1920.00 *per annum.*
Second Year:
$2040.00 *per annum.*
Third Year:
$2160.00 *per annum.*
Fourth Year:
$2160.00 *per annum.*
Fifth Year:
$2280.00 *per annum.*
Residence and keep for self and family furnished.

SUPERVISORY GROUP.

SYMBOL (AS).

Definition of This Group.

The term "Supervisory Group" is applied to those employments of the City Government, of a lay or non-technical nature, the incumbents of which are required, subject to the approval of a higher officer, to direct or assist in directing the operating forces of a section, district, or other subdivision of a division, office or board.

(Those positions in the Classified Service involving supervisory duties, but requiring special technical knowledge or experience are classified under the appropriate group requiring such training or experience wherever there is a clear line of possible promotion; e. g., professional positions are classified under Professional Schedule (P).

TITLE—SUPERINTENDENT OF PARKS.
SYMBOL (AS P).

Description of Duties.

Supervision of landscape work, such as grading, sodding, seeding, planting trees and shrubs; supervision of greenhouses and nurseries; directing the laying out and planting of flower beds and care of same; supervision and inspection of all public parks, squares and boulevards; supervision or arrangement for concerts, municipal dances and other activities; assignment of employes to the different branches of the park maintenance.

Range of Compensation:
First Year:
$2000.00 *per annum.*
Second Year:
$2100.00 *per annum.*
Third Year:
$2200.00 *per annum.*
Fourth Year:
$2300.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

TITLE—ASSISTANT MANAGER, ST. LOUIS INDUSTRIAL SCHOOL.
SYMBOL (AS IS).

Description of Duties.

Responsibility for custody and instruction of all minors committed to the Industrial School and employes under direction of the Manager; watch needs of institution and submit requisitions for necessary supplies; disciplining boys, giving advice, etc. Is in charge in the absence of the Manager.

Range of Compensation:
First Year:
$1200.00 *per annum.*
Second Year:
$1320.00 *per annum.*
Third Year:
$1440.00 *per annum.*
Fourth Year:
$1440.00 *per annum.*
Fifth Year:
$1560.00 *per annum.*
Residence and keep for self and family furnished.

TITLE — SUPERINTENDENT, STREET REPAIRS.

SYMBOL (AS R).

Description of Duties.

Direction of all working crews and teams in district engaged in repairing brick, granite and wood block streets and alleys, lime stone crossing, gutters and alleys, granitoid gutters and curbs, granite and lime stone curbing; supervising permanent repairs to all plumbing, water and sewer excavations; makes requisitions for materials and supervises all bills for repairs; estimates and lays out work and orders shifting of crews in district.

Range of Compensation:
First Year:
$2100.00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2340.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

TITLE—SUPERINTENDENT OF MUNICIPAL ASPHALT PLANT AND MAINTENANCE.

SYMBOL (AS A).

Description of Duties.

The duties of incumbents of this position are to supervise and be responsible for the maintenance and operation of the Municipal Asphalt Plant and such portable plants as may be operated by the City.

Range of Compensation:
First Year:
$2100.00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2340.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

TITLE — DISTRICT SUPERINTENDENT, CLEANING SOFT PAVED STREETS.

SYMBOL (AS CS).

Description of Duties.

General supervision of street and alley maintenance of entire district covering one-half of the city; directs and supervises inspectors, laborers. teams and other employes; assignment and distribution of same; estimates appropriation for labor, material and supplies needed for repairing, cleaning, grading, shaping and draining streets and alleys, cutting of weeds and removal of snow; responsible for all reports, bills and payrolls and condition of streets in district; must have auto or other means of transportation.

Range of Compensation:
First Year:
$2100.00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2340.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

TITLE — SUPERINTENDENT OF CLEANING HARD PAVED STREETS.

SYMBOL (AS CH).

Description of Duties.

Charge of 675 men, 200 teams, 405 miles of hard paved streets and 250 miles of alleys; directs the work and sees that it is properly done; checks over foreman's reports daily; orders all requisitions, o. k.'s all bills; certifies to the payroll, signs pay checks; makes estimate of appropriation for the fiscal year; makes daily visits to the various crews consisting of flushing, machine sweeping, scraping, squeegees and block system and inspects the work.

Range of Compensation:
First Year:
$2100.00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2340.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

TITLE—SUPERINTENDENT OF PLAYGROUNDS AND RECREATION.

SYMBOL (AS Pl.).

Description of Duties.

Has charge of the organization and administration of recreational activities on the public playgrounds; of municipal athletics; of social center work of the public playgrounds; of the public swimming pools and baths, and of the employes engaged on playgrounds, baths and pools.

Range of Compensation:
First Year:
$2100.00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2340.00 *per annum.*
Fifth Year:
$2460.00 *per annum.*

TITLE — SUPERINTENDENT OF REFUSE COLLECTION.

SYMBOL (AS RC).

Description of Duties.

Supervises the collection of garbage and dead animals; places and maintains street refuse boxes, safety zone signs and other traffic regulations and street signs; between May 1 and Sept. 1, must be at stable at 4:30 a. m., preparatory to turning out garbage collectors at 5 a. m.; checks up those not on hand and other details incidental to complaints of non-collections, etc. Between Sept. 1 and May 1, reports at 6:30 a. m. to perform these duties; balance of the day given to investigating complaints and other routine duties.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2040.00 *per annum.*
Fifth Year:
$2100.00 *per annum.*

TITLE—SUPERVISOR, ASSESSMENT OF WATER RATES.

SYMBOL (AS W).

Description of Duties.

General supervision of all work pertaining to the assessment of water rates, both as to office and outside work, as assigned to the Assessment Section of the Water Division.

Range of Compensation;
First Year:
$2100.00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2340.00 *per annum.*
Fifth Year:
$2460.00 *per annum.*

TITLE—SUPERINTENDENT OF SEWER REPAIR AND CLEANING.

SYMBOL (AS SR).

Description of Duties.

Supervising subordinates and laborers engaged in washing sewers and inlets; ordering of material; distribution and assignment of men and equipment; responsible for condition of old sewers and emergency repairs in cases of blocking and caving of sewers.

Range of Compensation:
First Year:
$2400.00 *per annum.*
Second Year:
$2520.00 *per annum.*
Third Year:
$2640.00 *per annum.*
Fourth Year:
$2640.00 *per annum.*
Fifth Year:
$2760.00 *per annum.*

CLERICAL SCHEDULE.

SYMBOL (C).

(Rule II, Sec. 4b.)

Definition of this Schedule.

The term "Clerical Schedule" is applied to those offices or employments, the preponderant duties of whose incumbents are to perform routine or administrative office work requiring business ability or specialized training other than office work merely incident to duties outlined in other services. It includes the following groups: Bookkeeper, Cashier, Clerk, Messenger, Operator, Secretary and Stenographer Groups.

BOOKKEEPER GROUP.

SYMBOL (CB).

Definition of This Group.

The term "Bookkeeper Group" is applied to those offices or employments of the Clerical Schedule in which incumbents are required to perform work involving a knowledge of double entry bookkeeping and ability to compute, journalize, post and compile data in connection with bookkeeping procedure.

GRADE I.

TITLE—ASSISTANT BOOKKEEPER.

SYMBOL (CB I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to make simple postings of accounting information from one book to another or from documents or schedules to accounting records, to balance or adjust accounts, to take trial balances, to make journal entries, to write statements or bills, and to perform other bookkeeping work of a similar character and standard.

Range of Compensation:
First Year:
$75.00 *per month.*
Second Year:
$80.00 *per month.*
Third Year:
$85.00 *per month.*
Fourth Year:
$90.00 *per month.*
Fifth Year:
$95.00 *per month.*

GRADE II.

TITLE—BOOKKEEPER.

SYMBOL (CB II).

Description of Duties of This Grade.

The duties of these positions, which may or may not include direction of the work of one or more bookkeepers in Grade I, are to keep general ledgers and controlling accounts of subsidiary records, and to prepare balance sheets and special reports. Make general journal entries and posting to controlling accounts. Take trial balances of general ledgers. Compare and reconcile subsidiary ledger balances with controlling accounts. Determine accounts to which orders and vouchers are to be charged. Prepare special financial statements or reports for department or bureau heads. Devise or install minor forms and methods of departmental bookkeeping.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$105.00 *per month.*
Third Year:
$110.00 *per month.*
Fourth Year:
$115.00 *per month.*
Fifth Year:
$120.00 *per month.*

GRADE III.

TITLE—BOOKKEEPER.

SYMBOL (CB III).

Description of Duties of This Grade.

The duties of incumbents of these positions in the City Service, which require expert knowledge of bookkeeping and accounting procedure, involve the keeping of financial accounts including permanent records of vouchers, warrants, requisitions, appropriations, bond issues and other phases of municipal revenue and expenditure, or the direct supervision of bookkeeping and accounts in a department or division.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$130.00 *per month.*
Third Year:
$135.00 *per month.*
Fourth Year:
$140.00 *per month.*
Fifth Year:
$150.00 *per month.*

GRADE IV.

TITLE—ACCOUNTANT.

SYMBOL (CB IV).

Description of Duties of This Grade.

The duties of incumbents of these positions are to supervise and carry on audits, or in the Comptroller's office, to prepare reports thereon; to devise and install new methods of keeping accounts; to supervise and be responsible for the entire work of a large bookkeeping section; responsible for accuracy and correctness of vouchers, accounts, books and fiscal documents of debts and revenue; vouchering of accounts and claims liquidated under law and ordinance; signing warrants for same; charge of subordinates and enforcement of working rules of the office and of correspondence.

Range of Compensation;
First Year:
$1860.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$1980.00 *per annum.*
Fourth Year:
$2040.00 *per annum.*
Fifth Year:
$2100.00 *per annum.*

CASHIER GROUP.

SYMBOL (CK).

Definition of This Group.

The term "Cashier Group" is applied to those offices or employments of the Clerical Schedule in which incumbents are required to collect, receive or disburse money, to perform clerical work directly incident thereto, or to administer offices whose principal function is the collection or disbursement of currency.

GRADE I.

TITLE—CASHIER.

SYMBOL (CK I).

Description of Duties of This Grade.

The duties of incumbents of these positions, which involve facility in handling, sorting, counting and detecting spurious money, are to act as paying teller in cashing warrants or disbursing wages, and account for money handled and to perform clerical work incident thereto.

Range of Compensation:
First Year:
$75.00 *per month.*
Second Year:
$80.00 *per month.*
Third Year:
$85.00 *per month.*
Fourth Year:
$90.00 *per month.*
Fifth Year:
$95.00 *per month.*

GRADE II.

TITLE—CASHIER.

SYMBOL (CK II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to receive money paid to the Treasurer by various department or division offices; pay out money on warrants such as jury or witness fees; keep account of all money handled and clerical work incident thereto.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$105.00 *per month.*
Third Year:
$110.00 *per month.*
Fourth Year:
$115.00 *per month.*
Fifth Year:
$120.00 *per month.*

GRADE III.

TITLE—CASHIER OR ASSISTANT PAYMASTER.

SYMBOL (CK III).

Description of Duties of This Grade.

The duties of incumbents of these positions are the preparation of pay envelopes either by cash or check from payrolls, account for all money received and disbursed, and clerical work incident thereto.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$155.00 *per month.*
Fifth Year:
$165.00 *per month.*

GRADE IV.

TITLE—CASHIER OR PAYMASTER.

SYMBOL (CK IV).

Description of Duties of This Grade.

The duties of incumbents of these positions are to receive or disburse and to account for, moneys amounting to large sums in the aggregate in positions involving responsibility for their disbursement in salaries, wages, or in cashing warrants; or to exercise administrative control of a revenue receiving or disbursing division or section, with or without direct responsibility to a superior officer.

Range of Compensation:
First Year:
$2100.00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2460.00 *per annum.*
Fifth Year:
$2580.00 *per annum.*

CLERK GROUP.

SYMBOL (CC).

Definition of This Group.

The term "Clerk Group" is applied to those offices or employments of the Clerical Schedule in which incumbents are required to perform routine or specialized clerical work not included in the other groups of the Clerical Schedule.

GRADE I.

TITLE—CLERK.

SYMBOL (CC I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to perform under supervision prescribed routine clerical work such as: Plain longhand copying; keeping card indices; receiving and distributing routine reports and applications; registering, and verifying extensions and additions on orders and invoices; writing, registering and scheduling vouchers; operating tabulating machines, adding and scheduling machines and addressographs; verifying time sheets and payrolls; writing notices and permits on prepared forms; acting as information clerk for a department in outer office; filing and indexing.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

GRADE II.

TITLE—CLERK.

SYMBOL (CC II).

Description of Duties of This Grade.

The duties of clerks, which may involve limited supervision, are to perform clerical work incident to preparing, compiling, entering or verifying routine office information, reports, records and forms, and to deal with the public on routine departmental matters, such as: Reviewing inspectors' reports; calculating and scheduling penalties and arrears; filing and keeping in custody important papers and records; issuing permits and notices according to prescribed regulations; making up and verifying payrolls; keeping cost records of mechanics' work; reading water meters or examining premises to determine the water assessments as per established rates.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$100.00 *per month.*
Fifth Year:
$105.00 *per month.*

GRADE III.

TITLE—CLERK.

SYMBOL (CC III).

Description of Duties of This Grade.

The duties of clerks of this grade, are to exercise continuing judgment and responsibility either in independent work or in the supervision of other employes. Receiving and finally disposing of routine complaints; summarizing reports; computing financial or cost statistics, estimates, etc.; certifying correctness of payrolls as to proper charges of salaries, wages, time, etc.; preparing contracts according to prescribed specifications; issuing formal legal notices for condemnations and public improvements.

Range of Compensation:
First Year:
$115.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$125.00 *per month.*
Fourth Year:
$125.00 *per month.*
Fifth Year:
$130.00 *per month.*

GRADE IV.

TITLE—CLERK.

SYMBOL (CC IV).

Description of Duties of This Grade.

The duties of this grade are to assume complete responsibility for the clerical work of a division or department, or to perform independently the most difficult and responsible clerical work such as: Preparing specifications; collecting and computing data for budget estimates and reports; installing or revising a complicated filing or record system.

Range of Compensation:
First Year:
$140.00 *per month.*
Second Year:
$145.00 *per month.*
Third Year:
$150.00 *per month.*
Fourth Year:
$155.00 *per month.*
Fifth Year:
$160.00 *per month.*

TITLE — DEPARTMENTAL REQUISITION CLERK.

SYMBOL (CC R IV).

Description of Duties of This Grade.

The duties of incumbents of this position are to receive and examine all requisitions sent in from any and all sections or divisions of a department, correcting all items wrongly classified, suggesting substitutes for supplies, material and equipment unavailable in the market, or which should be substituted, and providing information concerning materials and prices of all kinds; responsible for the correctness of requisitions going to the Supply Commissioner.

Range of Compensation:
First Year:
$140.00 *per month.*
Second Year:
$145.00 *per month.*
Third Year:
$150.00 *per month.*
Fourth Year:
$150.00 *per month.*
Fifth Year:
$160.00 *per month.*

MESSENGER GROUP.

SYMBOL (CM).

Definition of This Group.

The term "Messenger Group" is applied to those offices or employments of the Clerical Schedule in which incumbents are required to perform minor routine clerical duties, to serve legal notices, to receive and deliver papers, messages and valuable documents, and to receive and direct visitors, and attend to the telephone.

Subdivisions of This Group.

General Office Messengers; Marshal's Office Messengers; Health Division Messengers; Water Division Messengers.

General Office Messenger.

GRADE I.

TITLE—PAGE.

SYMBOL (CM P I).

Description of Duties of This Grade.

The duties of these positions are to perform, under supervision, the simplest kind of office work, including addressing, mailing, letter press copying, indexing, ordinary filing, errands, receiving visitors, distributing mail and answering telephones, carrying messages.

Range of Compensation;
First Year:
$40.00 *per month.*
Second Year:
$45.00 *per month.*
Third Year:
$50.00 *per month.*

GRADE II.

TITLE—MESSENGER.

SYMBOL (CM II).

Description of Duties of This Grade.

The duties of Messengers, Grade II, which require responsibility and trustworthiness, are to deliver papers and messages for City Departments and officers; in the meantime, to direct visitors to various bureaus or offices and to perform such incidental work of a routine nature as may be assigned.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

GRADE I.

TITLE — DEPUTY MARSHAL, THIRD CLASS.

SYMBOL (CM M I).

Description of Duties of This Grade.

Serve summons, subpoenas, special tax notices, circuit court writs and health division notices; record, check and distribute special tax bills, circuit court writs coming from the City Law Department on street and alley openings and condemnation proceedings and make returns on all such writs; releasing prisoners by order of court from hospital and police station.

Range of Compensation:
First Year:
$80.00 *per month.*
Second Year:
$85.00 *per month.*
Third Year:
$90.00 *per month.*

GRADE II.

TITLE—DEPUTY MARSHAL, SECOND CLASS.

SYMBOL (CM M II).

Description of Duties of This Grade.

Write tally sheet of cases set for trial in city courts; keep record of fines imposed by courts; see that all prisoners are transferred to the holdover for safe keeping until such time as they may be safely transferred to the workhouse; compare tally sheet with judge and clerk and collect all fines imposed by court and make proper returns of same to chief officer; look after prisoner's property assigned to city courts. After adjournment, report at office and receive such writs of service as may be assigned.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$105.00 *per month.*
Third Year:
$110.00 *per month.*
Fourth Year:
$110.00 *per month.*
Fifth Year:
$120.00 *per month.*

GRADE III.

TITLE — DEPUTY MARSHAL, FIRST CLASS.

SYMBOL (CM M III).

Description of Duties of This Grade.

As representative of the City Marshal, executes and returns all processes of the Law Department, Health Division and City Courts; keeps a detailed account of all moneys received and of all delinquencies and reports, same sent monthly to the comptroller; on all business of the city courts daily reports are made and receipts turned into the city treasurer's office, taking treasurer's receipt therefor.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

GRADE I.

TITLE—FUMIGATOR'S HELPER.

SYMBOL (CM F I).

Description of Duties of This Title.

Act as assistant following instructions of fumigator in charge of wagon; drive, carry and place utensils and supplies, collect same, and sometimes make investigations of unsanitary conditions under direction of Sanitary Officer.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

TITLE—SANITARY INSPECTOR.

SYMBOL (CM S I).

Description of Duties of This Title.

Follow instructions of chief sanitary officer in looking for unsanitary conditions and taking action for abatement of same; may be assigned in emergency to posting notices or fumigating.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

GRADE II.

TITLE—FUMIGATOR.

SYMBOL (CM F II).

Description of Duties of This Title.

In charge of wagon carrying fumigation materials; fumigates or disinfects premises and articles as directed by the Chief Fumigator. May be assigned to sanitary inspection, mosquito or fly destruction.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

GRADE III.

TITLE—CHIEF FUMIGATOR.

SYMBOL (CM F III).

Description of Duties of This Title.

In charge of all men, horses, wagons and supplies of fumigation section; supervises all work done and directs employes; orders supplies and equipment necessary.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$105.00 *per month.*
Third Year:
$110.00 *per month.*

Water Division Messenger.

GRADE I.

TITLE—TURNKEY.

SYMBOL (CM T I).

Description of Duties of This Title.

Deliver water bills; make inspections on partial vacancies; notify delinquents in reference to payment of bills; turn off water if bills are not paid and turn on water when bills are paid; turn off water at vacant houses and turn water on when occupied; turn off water for rebated license, etc.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

TITLE—LEAK INSPECTOR.

SYMBOL (CM L I).

Description of Duties of This Title.

The duties of incumbents of these positions are the examination of faucets and other plumbing fixtures, automatic sprinklers, shut-off boxes, meters and other water connections for the purpose of preventing wastage of water through leaks; determining whether repairs to correct leaks should be made by the City or by the property holders; making proper inspection reports and make reinspections to verify correction of defective conditions.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

OPERATOR GROUP.

SYMBOL (CO).

Definition of This Group.

The term "Operator Group" is applied to those offices or employments of the Clerical Schedule in which incumbents are required to receive and dispatch fire alarms and other orders incidental to the movement of fire companies and equipment, to keep a record of same, and to keep the fire alarm telephone and telegraph appliances in working order, or to supervise such work.

GRADE I.

TITLE—SECOND ASSISTANT OPERATOR.

SYMBOL (CO I).

Description of Duties of This Grade.

Operate municipal switchboard and assist in other duties in fire alarm office four days a week; renew and test batteries at police stations two days a week.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

GRADE II.

TITLE—FIRST ASSISTANT OPERATOR.

SYMBOL (CO II).

Description of Duties of This Grade.

Operating fire alarm telephone switchboard, transmitting signals struck by engine companies; keep account and record of fire department apparatus out of service; assist operator in receiving alarms when two or more are coming in at the same time; transmission of fire alarms, signals, etc.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$100.00 *per month.*
Fifth Year:
$105.00 *per month.*

GRADE III.

TITLE—OPERATOR.

SYMBOL (CO III).

Description of Duties of This Grade.

Receive and transmit fire alarms; make records of messages and calls, and clerical work incident thereto.

Range of Compensation:
First Year:
$115.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$125.00 *per month.*
Fourth Year:
$125.00 *per month.*
Fifth Year:
$130.00 *per month.*

GRADE IV.

TITLE—CHIEF OPERATOR.

SYMBOL (CO IV).

Description of Duties of This Grade.

Has charge of all operators, responsible for the records and work.

Range of Compensation;
First Year:
$140.00 *per month.*
Second Year:
$150.00 *per month.*
Third Year:
$160.00 *per month.*
Fourth Year:
$170.00 *per month.*
Fifth Year:
$175.00 *per month.*

SECRETARY GROUP.

SYMBOL (CS).

Definition of This Group.

The term "Secretary Group" is applied to those offices or employments of the Clerical Schedule in which incumbents are required to act as personal clerical assistants to executive or administrative officials and as intermediaries between such officials and the public.

GRADE I.

TITLE—SECRETARY.

SYMBOL (CS I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to act as secretaries to heads of departments, boards or divisions and as intermediaries between them and the public, which duties involve the meeting and interviewing of visitors, the making of special investigations relating to departmental matters, and the performance of other services which relieve superiors of the details of office work, such as disposing of correspondence, preparing office reports and notifying subordinate officers and employes of orders and notices.

Range of Compensation:
First Year:
$2100.00 *per annum.*
Second Year:
$2160.00 *per annum.*
Third Year:
$2220.00 *per annum.*
Fourth Year:
$2280.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

STENOGRAPHER GROUP.

SYMBOL (CSt).

Definition of This Group.

The term "Stenographer Group" is applied to those offices or employments of the Clerical Schedule in which incumbents are required to record in hand-writing or on machines, to read symbolic notes of oral dictation and to typewrite these notes and such additional matter and forms as may be required.

GRADE I.

TITLE—STENOGRAPHER.

SYMBOL (CSt I).

Description of Duties of This Title.

The duties of incumbents of these positions are taking and transcribing routine correspondence, reports, notices and office memoranda. Writing communications and office forms, stencil cutting and filing.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

TITLE—STENOGRAPHER-CLERK.

SYMBOL (CSt C I)

Description of Duties of This Title.

Taking of dictation and transcription, but only as part of duties, or to supplement or relieve regular stenographer. Typing and filing, making up lists, filling cards for filing, keeping records, reading copy, and other clerical work.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

GRADE II.

TITLE—STENOGRAPHER-CLERK.

SYMBOL (CStC II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to perform general stenographic and typewriting work requiring ability to take and transcribe, technical, scientific, legal, or other matter recognized as difficult dictation, and to perform incidental clerical work; disposing of important correspondence, reports and memoranda. Taking notes of and transcribing legal briefs, opinions, agreements and statements, engineering specifications, scientific communications, reports and papers.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$100.00 *per month.*
Fifth Year:
$105.00 *per month.*

GRADE III.

TITLE—STENOGRAPHER-CLERK.

SYMBOL (CSt C III).

Description of Duties of This Grade.

The duties of incumbents of these positions, which require a thorough acquaintance with the organization and work of the department, consist of stenographic work requiring dependability and clerical work incident thereto, such as disposing of correspondence, preparing records and reports and reporting departmental investigations, hearings and trials.

Range of Compensation:
First Year:
$115.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$125.00 *per month.*
Fourth Year:
$125.00 *per month.*
Fifth Year:
$130.00 *per month.*

EDUCATIONAL SCHEDULE.

SYMBOL (E).

(Rule II, Sec. 4. c.)

Definition of This Schedule.

The term "Educational Schedule" is applied to those positions, the incumbents of which give or direct instruction designed to develop the mental and physical nature and powers, or to develop manual skill.

RECREATION GROUP.

SYMBOL (ER).

Definition of This Group.

The term "Recreation Group" is applied to those offices or employments of the Educational Schedule in which incumbents are required to lead, give instruction in, or direct the various forms of play or recreational activity in public playgrounds, gymnasiums or recreation centers.

GRADE I.

TITLE—INSTRUCTOR PLAYGROUNDS ASSISTANT (FEMALE).

SYMBOL (ER I F).

Rate of Compensation:
First Year:
$40.00 *per month.*
Four-hour session per day.

Description of Duties of This Title.

Care of children, conduct of games under guidance of instructor and director; supervision over and instruction in games, industrial work, dancing; teaching the children new games, observe their play and watch apparatus. This work includes instruction in raffia, reed basketry and sewing; folk and aesthetic dances; story telling. Accompany children on excursions, inter-play ground games, picnics; maintain surveillance of wading pools and apparatus in use.

TITLE—CUSTODIAN PLAYGROUNDS (MALE).

SYMBOL (ER I M).

Rate of Compensation:
First Year:
$50.00 *per month.*

Description of Duties of This Title.

Care of grounds and surveillance of tennis courts, swings, seesaws, circle swing, sliding board, sliding pole, swinging rings and other apparatus on playgrounds; custody of playgrounds, equipment and supplies; has charge in absence of director; aid director in instructing children.

GRADE II.

TITLE—INSTRUCTOR PLAYGROUNDS (FEMALE).

SYMBOL (ER II F).

Range of Compensation:
First Year:
$50.00 *per month.*
Four-hour session.
$80.00 *per month.*
Eight-hour session.

Description of Duties of This Title.

Positions requiring a female incumbent with duties involving immediate charge of the children's playroom and outdoor playfield and of general social work among adults at a recreation center, including the organization and instruction of games and dancing classes and story hours; informal instruction in domestic science, gardening and handiwork; organization and direction of clubs for children and adults; and related social work as assigned.

TITLE—DIRECTOR, PLAYGROUNDS (MALE).

SYMBOL (ER D II).

Description of Duties of This Title.

Plan recreational work; charge of instructors and assistant instructors with personal participation; responsible for management and results; keep and return time of instructors, assistant instructors and custodians to office; make reports of concerts, accidents and arrests, etc., happening on the playgrounds; arrange work for instructors and custodians and supervise the same; watch over the physical and moral welfare of the children; supervise children at the pools, swings and apparatus; direct the hand crafts, games and industrial work.

Rate of Compensation:
First Year:
$90.00 *per month.*

GRADE III.

TITLE—DIRECTOR OF COMMUNITY CENTERS.

SYMBOL (ER C III).

Description of Duties of This Title.

The duties of Directors of Community Centers are to encourage, organize and supervise community activities, including dances and entertainments and local welfare work in the various community centers performed aorund the public parks, pools or playgrounds as a nucleus.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$105.00 *per month.*
Third Year:
$110.00 *per month.*
Fourth Year:
$115.00 *per month.*
Fifth Year:
$120.00 *per month.*

TITLE—SUPERVISOR OF MUNICIPAL ATHLETICS.

SYMBOL (ER A III).

Description of Duties of This Title.

The duties of Supervisors of Municipal Athletics, which require ability in and specialized knowledge of all phases of municipal athletic activities, are to assist the Superintendent of Playgrounds and Recreation in the organization and administration of such activities among the boys and girls, young men and women of the city, developing interest in public athletic competitions, forming municipal leagues in various kinds of athletics and being responsible for the development and maintenance of the highest type of sportsmanship in connection therewith.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$105.00 *per month.*
Third Year:
$110.00 *per month.*
Fourth Year:
$115.00 *per month.*
Fifth Year:
$120.00 *per month.*

TRADES AND ARTS GROUP.

SYMBOL (ET).

Definition of This Group.

Industrial Instructors. Responsibility for the custody and discipline of inmates of correctional or charitable institutions, and their instruction in various trades and arts, with supervision of their work, and responsibility for condition and use of supplies and equipment.

GRADE I.

VARIOUS TITLES BELOW.

Description of Duties of This Grade.

The duties of incumbents of these positions are a combination involving: First, responsibility for the performance of institutional duties assigned to them; and, second, custody, instruction and discipline of the inmates placed in their charge.

TITLE—INSTRUCTOR, ANIMAL HUSBANDRY.

SYMBOL (ET A I).

Description of Duties of This Title.

The duties include responsibility for the custody and discipline of inmates and the actual performance of farm work; carry on and give instruction in care of animals and dairy among the inmates of correctional or charitable institutions; to supervise their work, and be responsible for the care and use of equipment and supplies.

Range of Compensation:
First Year:
$75.00 *per month.*
Second Year:
$85.00 *per month.*
Third Year:
$95.00 *per month.*
Fourth Year:
$95.00 *per month.*
Fifth Year:
$100.00 *per month.*
Room, board and laundry furnished.

TITLE—INSTRUCTOR, DOMESTIC ART.

SYMBOL (ET DA I).

Description of Duties of This Title.

Instruct girls in domestic work; direct cleaning of office, halls, dormitories, recreation and study room, making of beds, scrubbing, ironing and baths, table deportment, personal hygiene and general conduct.

Range of Compensation:
First Year:
$75.00 *per month.*
Second Year:
$85.00 *per month.*
Third Year:
$95.00 *per month.*
Fourth Year:
$95.00 *per month.*
Fifth Year:
$100.00 *per month.*
Room, board and laundry furnished.

TITLE—INSTRUCTOR, CARPENTRY.

SYMBOL (ET C I).

Description of Duties of This Title.

The duties, which include responsibility for the custody and discipline of inmates, are to instruct inmates in the laying out of work and the use of tools, to supervise their work, and be responsible for the care and use of supplies and tools and participation in the necessary carpentry work.

Range of Compensation:
First Year:
$75.00 *per month.*
Second Year:
$85.00 *per month.*
Third Year:
$95.00 *per month.*
Fourth Year:
$95.00 *per month.*
Fifth Year:
$100.00 *per month.*
Room, board and laundry furnished.

TITLE—INSTRUCTOR, BRICKLAYING, PAINTING, GLAZING, ETC.

SYMBOL (ET B I).

Description of Duties of This Title.

Looking after painting, glazing, broom and brush making and repairs in general. Instructing pupils assigned to this work. Responsibility for custody and discipline of same.

Range of Compensation:
First Year:
$75.00 *per month.*
Second Year:
$85.00 *per month.*
Third Year:
$95.00 *per month.*
Fourth Year:
$95.00 *per month.*
Fifth Year:
$100.00 *per month.*
Room, board and laundry furnished.

TITLE—INSTRUCTOR, SHOE MAKING AND REPAIRING.

SYMBOL (ET S I).

Description of Duties of This Title.

Make shoes for inmates of the Industrial School; instruct boys how to make and repair shoes when assigned to him. Responsible for custody and discipline when assigned.

Range of Compensation:
First Year:
$75.00 *per month.*
Second Year:
$85.00 *per month.*
Third Year:
$95.00 *per month.*
Fourth Year:
$95.00 *per month.*
Fifth Year:
$100.00 *per month.*
Room, board and laundry furnished.

GRADE II.

VARIOUS TITLES.

Description of Duties of This Grade.

The duties of incumbents of these positions involve a combination of responsibility for directing employes and inmates in the operation of a main activity of institutional life, such as the operation of all the farm activities.

TITLE—FARM OVERSEER AND COTTAGE HEAD.

SYMBOL (ET F II).

Descrption of Duties of This Title.

Farm work, plan form work for the future, lay out crop location, supervise raising of stock, garden, crops, purchase machinery, keep books showing amount of crops, garden crops, eggs, milk purchased on farm; keep farm operation; inspect all farm operations; charge of boys in cottage and responsible for the care and discipline of inmates when assigned to custody of himself and the cottage matron.

Rate of Compensation:
First Year:
$100.00 *per month.*
Residence and keep furnished in cottage with resident children.

FIRE PREVENTION SCHEDULE.

SYMBOL (F).

(Rule II, Sec. 4. d.)

Definition of This Schedule.

The term "Fire Prevention Schedule" is applied to those positions authorized under the Division of Fire and Fire Prevention. The duties of the incumbents are to extinguish and to prevent the spread of fires and to determine the cause thereof, to suppress incendiarism, to guard and preserve property involved, and to perform inspectional, investigational and regulative duties incident to such employment.

FIREMAN GROUP.

SYMBOL (FF).

Definition of This Group.

The term "Fireman Group" is applied to those positions in which incumbents perform the duties of extinguishing and preventing fires, and duties incident thereto, not involving special skill with and mastery of steam engines.

GRADE I.

GENERAL TITLE—PRIVATE, CLASS A.

SYMBOL (FF IA).

Assigned as Driver, Fuel Wagon Man, Ladderman, Pipeman, Stoker.

Description of Duties of This Grade.

The care of apparatus in fire stations, driving of teams or motor-driven apparatus other than engines, handling of hose, towers, ladders, scaling and other apparatus used in extinguishing fires, and such inspectional or other duties as may be assigned. Upon selection after certification, candidate may be assigned to duty under any one of the above titles.

Range of Compensation:
First Year:
$85.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$105.00 *per month.*
Fifth Year:
$110.00 *per month.*

GENERAL TITLE—PRIVATE, CLASS B.

SYMBOL (FF IB).

Assigned as Watchman, Hospital Fireman.

Description of Duties of These Titles.

The duties of these positions consist of care of horses, keeping wagons in order and loaded with suitable coal, supplying engines at fires with fuel, doing such watch duty at fire stations and institutions, tending to heating apparatus at fire stations and such other duties as may be assigned.

Rate of Compensation:
First Year:
$80.00 *per month.*

GRADE II.

TITLE—LIEUTENANT.

SYMBOL (FF II).

Description of Duties of This Grade.

The duties of the lieutenant of a company consist of the direction and control of a company in the absence of the captain, with the burden of responsibility resting upon him, subject to such restrictions as are imposed by the rules of the department, in addition to such inspectional and other routine duties as may be assigned. He shall ride on the seat of the engine with the driver and direct him, place engine in service at fires and proceed without delay to the pipe unless ordered otherwise.

Range of Compensation;
First Year:
$115.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$125.00 *per month.*

GRADE III.

TITLE—CAPTAIN.

SYMBOL (FF III).

Description of Duties of This Grade.

Captains shall have charge of and be responsible for the condition of fire stations and apparatus, and the discipline, drill and instruction of the members of their company. They shall ride on the seat of the hose reel or as near as possible to the driver of a hook and ladder apparatus, direct the driver; if first to arrive at fires, shall assume command until the arrival of a superior officer, and shall be at the pipe at all fires.

Range of Compensation:
First Year:
$130.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$140.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

GRADE IV.

TITLE—DISTRICT CHIEF.

SYMBOL (FF IV).

Description of Duties of This Grade.

The district chiefs must be on duty day and night at headquarters of their respective districts, except when called elsewhere on department business, meal hour or day off. An assistant chief must attend all fires in his district, direct movements of officers and men under his command and extinguish all fires with the least possible damage by fire and water, and enforce the rules and regulations of the department in all matters pertaining to efficiency and discipline.

Range of Compensation:
First Year:
$2000.00 *per annum.*
Second Year:
$2100.00 *per annum.*
Third Year:
$2220.00 *per annum.*
Fourth Year:
$2280.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

FIRE ENGINEER GROUP.

SYMBOL (FE).

Definition of This Group.

The term "Fire Engineer" is applied to those positions in which the incumbents perform such duties connected with the extinguishing and preventing of fires and saving of property endangered by fire or flood, as involve special skill with or mastery of steam engines and pumps.

GRADE II.

TITLE—STEAM ENGINEER, FIRE DEPARTMENT.
SYMBOL (FE S II).

Range of Compensation:
First Year:
$115.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$125.00 *per month.*

Description of Duties of This Title.

Engineers shall, under direction of the commanding officer, see that the engine is clean, joints tight, rods and valves packed, water at the required temperature, and ready for immediate service. He shall keep one hundred pounds of steam pressure when working at fires, unless otherwise ordered, and conform to the rules of the department in all other matters.

TITLE—MOTOR ENGINEER, FIRE DEPARTMENT.
SYMBOL (ER M II).

Range of Compensation:
First Year:
$115.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$125.00 *per month.*

Description of Duties of This Title.

The duties of motor engineers are to operate, make minor repairs and adjustments, clean, oil and maintain in good running order the gas motor engine of the company to which he is assigned, place and attach same where directed by the commanding officer at fires, keep up the required pressure of water, make reports of trips, time elapsed, oil and gasoline consumed, expenses incurred in repairs, and such other duties as may be assigned.

INSPECTIONAL SCHEDULE.

SYMBOL (I).

(Rule II, Sec. 4 c.)

Definition of This Schedule.

The term "Inspectional Schedule" is applied to those offices or employments, the duties of whose incumbents are to observe and report on facts and conditions, or to direct such observation and reports and take appropriate official action, in order to insure compliance with regulations, standards or specifications governing public health or safety, honest trade, or the verification of work performed for the City, other than observation and reports requiring professional training or merely incident to police duty or to work outlined in other services.

BOILERS AND ELEVATORS GROUP.

SYMBOL (IBE).

Definition of This Group.

The term "Boilers and Elevators Group" is applied to those offices or employments of the Inspectional Schedule in which incumbents are required to inspect and report on or to direct and be responsible for the inspection of and reporting on steam boilers and heating plants and elevators, and smoke producing appliances.

GRADE I.

TITLE—INSPECTOR, BOILERS AND ELEVATORS.

SYMBOL (IBE I).

Description of Duties of This Grade.

The duties of incumbents of this grade are to inspect and report on the strength, safety and operation of elevators, escalators or similar appliances, as to their mechanism, safety, and compliance with the provisions of the building code, and of steam boilers, heating plants and appliances in buildings, factories or railroads and their compliance with laws and ordinances.

Range of Compensation:
First Year:
$110.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$130.00 *per month.*

GRADE II.

TITLE—CHIEF DEPUTY INSPECTOR, BOILERS AND ELEVATORS.

SYMBOL (IBE II).

Description of Duties of This Title.

Checks reports of inspectors and records certificates; records issues, and administering oath to licensed engineers applying for renewal of license; assigns inspections to inspectors; represents Chief Inspector in his absence.

Range of Compensation:
First Year:
$130.00 *per month.*
Second Year:
$140.00 *per month.*
Third Year:
$150.00 *per month.*

GRADE III.

TITLE—CHIEF INSPECTOR, BOILERS AND ELEVATORS.

SYMBOL (IBE III).

Description of Duties of This Grade.

The duties of incumbents of these positions are to supervise the work of inspectors of boilers and elevators, smoke inspectors and office force, in Grade I, or to perform independently the most difficult and responsible technical inspections; to pass on all specifications submitted and estimate the safe carrying capacity of all new or reconstructed elevators, boilers or boiler furnaces; to be responsible for records, money received, correspondence and reports and to make reports on all accidents to boilers and elevators to the Commissioner and Comptroller, and to act as a member of the Board of Examining Engineers.

Range of Compensation:
First Year:
$2700.00 *per annum.*
Second Year:
$2820.00 *per annum.*
Third Year:
$3000.00 *per annum.*

BUILDING GROUP.

SYMBOL (IB).

Definition of This Group.

The term "Building Group" is applied to those offices or employments of the Inspectional Schedule in which incumbents are required to inspect and report on or to supervise and be responsible for the inspection of and reporting on the construction, alteration, maintenance and use of public and private buildings, including plumbing, plastering, amusement devices, etc., and steel and reinforced concrete work in buildings, bridges, or other structures, in order to insure compliance with the provisions of the building code, and other regulations governing public health and safety.

GRADE I.

TITLE—BUILDING INSPECTOR.

SYMBOL (IB I).

Description of Duties of This Grade.

The duties of building inspectors of this grade are to inspect and report on construction, alteration or maintenance work on buildings, as to authorization, materials, compliance with the building code and with the regulations and principles of public health, and safety, to make surveys of old buildings or buildings thought to be unsafe, to inspect and report on places of public assemblage, theatres, amusement devices, etc., as to their fitness to be licensed and used, and on hotels as to their compliance with the provisions of the law.

Range of Compensation:
First Year:
$110.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$130.00 *per month.*

GRADE II.

TITLE—VARIOUS TITLES.

Description of Duties of This Grade.

The duties of incumbents of these positions are to direct the work of inspectors in Grade I, or to perform independently the most difficult and responsible technical inspections.

TITLE—CHIEF BUILDING INSPECTOR.

SYMBOL (IB II).

Description of Duties of This Title.

Directs and is responsible for the Building Inspection Section; examines all written reports and verifies same; see that records are kept properly; inspect special serious defective conditions and violations and have same corrected; make special inspections as assigned by Commissioner.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2220.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

CONSTRUCTION GROUP.

SYMBOL (IC).

Definition of This Group.

The term "Construction Group" is applied to those offices or employments of the Inspectional Schedule in which incumbents are required to inspect and to report on construction or maintenance work.

GRADE I.

TITLE—INSPECTOR OF CONSTRUCTION.

SYMBOL (IC I).

Description of Duties of This Grade.

The duties of incumbents of these positions involve inspection or supervision of grading, paving or engineering construction work, to see that materials specified on the contract are used and the level and grades established are followed; follows instructions of inspectors, Grade II, assigned to the work.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

GRADE II.

TITLE—INSPECTOR OF CONSTRUCTION.

SYMBOL (IC II).

Description of Duties of This Grade.

Under Engineer-in-Charge to inspect and superintend contract work during construction, see that plans and specifications are carried out, grades and levels followed, masonry, concrete reinforced work, steel erection, etc.; has charge of the inspectors assigned to the work under construction.

Range of Compensation:
First Year:
$110.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$130.00 *per month.*

GRADE III.

TITLE—SUPERINTENDENT OF CONSTRUCTION.

SYMBOL (IC III).

Description of Duties of This Title.

Assigned to city buildings in course of construction; see that proper inspection of labor and material is made in conformity with plan and specifications; make daily reports, written or oral, to the engineer in charge of the section as to progress of work; make monthly estimates of work done for payments on contract; charge of inspectors assigned to the building.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2220.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

LIGHT AND HEAT GROUP.

SYMBOL (IL).

Definition of This Group.

The term "Light and Heat Group" is applied to those offices or employments of the Inspectional Schedule in which incumbents are required to inspect and report on or to supervise and be responsible for the inspection of and reporting on electrical repairs, supplies and the proper installation, maintenance, use and service of electrical heating and lighting equipment.

GRADE I.

TITLE—INSPECTOR, OUTSIDE WIRING.

SYMBOL (IL I).

Description of Duties of This Grade.

The duties of incumbents of these positions in the inspection of installation, alterations and repairs in overhead telephone, light or power wiring, or of such wiring placed in conduits for the transmission of electricity for the same purposes.

Range of Compensation;
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

TITLE—INSPECTOR, GAS METERS.

SYMBOL (IL M I).

Description of Duties of This Title.

Inspect the construction and working of all gas meters constructed or repaired by public gas lighting corporations; power of rejection or approval of all under ordinance requirements.

Range of Compensation;
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

GRADE II.

TITLE—INSPECTOR, INSIDE WIRING.

SYMBOL (IL W II).

Description of Duties of This Grade.

The duties of incumbents of these positions is the inspection of installation, alterations and repairs of inside wiring for the transmission of electricity.

Range of Compensation:
First Year:
$110.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$130.00 *per month.*

TITLE—LOCATION INSPECTOR.

SYMBOL (IL L II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to make inspections to decide on the location of poles and lights to be erected and maintained by the municipality or by public service corporations; to report as to the advisability of granting permits for erecting such lights and poles in conformity with the general practice and rules adopted by the municipality; to make such other inspections as may be required.

Range of Compensation:
First Year:
$110.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$130.00 *per month.*

PLUMBING GROUP.

SYMBOL (IP).

Definition of This Group.

The term "Plumbing Group" is applied to those offices or employments of the Inspectional Schedule in which incumbents are to inspect and report on plumbing and general sanitation as to their compliance with the provisions of the plumbing code, tenement house regulations and the established principles of public health, and to make tests of plumbing, drainage and gas systems.

GRADE I.

TITLE—PLUMBING INSPECTOR.

SYMBOL (1P I).

Description of Duties of This Grade.

The duties of plumbing inspectors are to inspect and report on plumbing and general sanitation as to their compliance with the provisions of the plumbing code, tenement house regulations and the established principles of public health, and to make tests of plumbing, drainage and gas systems.

Range of Compensation:
First Year:
$110.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$130.00 *per month.*

GRADE II.

TITLE—CHIEF PLUMBING INSPECTOR.

SYMBOL (IP II).

Description of Duties of This Grade.

The duties of incumbents of this grade are to receive and examine all applications and plans for permits of proposed plumbing and drain laying work, alterations or extensions in new and old buildings, and if found to be in conformity with the provisions of ordinances governing same to approve them; investigate all reported cases of imperfect work or material, old or new, and report findings to the Building Commissioner; to have charge of all employes in the Plumbing Section; act as agent representing the Director of Public Utilities and the Director of Streets and Sewers; investigate cases of imperfect or unsanitary plumbing reported by the Board of Health and make recommendations regarding same.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2100.00 *per annum.*

TITLE—DESIGNER OF PLUMBING AND SANITATION.

SYMBOL (IP D II).

Description of Duties of This Title.

The duties of incumbents of this position are to design, in accord with the ordinance requirements and architectural and sanitary science, all installations of plumbing, piping and fixtures in municipal buildings under the Design and Construction Section of the President's Department.

Range of Compensation:
First Year:
$150.00 *per month.*
Second Year:
$160.00 *per month.*
Third Year:
$170.00 *per month.*
Fourth Year:
$175.00 *per month.*

SANITARY GROUP.

SYMBOL (ISn).

Definition of This Group.

The term "Sanitary Group" is applied to those offices or employments of the Inspectional Schedule in which incumbents are required to perform services in the inspection of conditions of sanitation and hygiene affecting the public health, and in the prevention, correction and abatement of such conditions or practices as may be dangerous to public health or in violation of the laws of the State of Missouri, the ordinances of the City of St. Louis or the regulations of the Division of Health.

GRADE I.

TITLE—SANITARY OFFICER.

SYMBOL (ISn I).

Description of Duties of This Grade.

In charge of one of seven sanitary districts with three to five assistants, seeking out unsanitary conditions and giving attention to complaints received where court action is necessary to enforce compliance, represent the city and prosecute the case.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

TITLE—MILK INSPECTOR.

SYMBOL (ISn M I).

Description of Duties of This Title.

Take samples of milk, cream, skimmed milk and other dairy products from milk wagons while making deliveries in city streets; also from groceries, bakeries, saloons, confectioners, restaurants, hotels, cafes, and railroad trains bringing milk to the city and country producers selling in the city. In summer work from midnight to morning; winter time, mornings.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

GRADE II.

TITLE—FOOD INSPECTOR.

SYMBOL (ISn F I).

Description of Duties of This Grade.

The duties of food inspectors are to make routine inspections of foods, wholesale and retail food establishments, food manufacturing plants and slaughter houses, to procure samples of food for analysis, to investigate complaints relative to the production, manufacture, storage, handling and sale of foods, and to report, prevent, correct and abate such conditions or practices as may be dangerous to public health or in violation of the laws of the State of Missouri, the ordinance of the City of St. Louis, or the regulations of the Division of Health.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

TITLE—CHIEF SANITARY OFFICER.

SYMBOL (ISn II).

Description of Duties of This Grade.

Incumbents of this grade have charge and direction of all employes and activities of the Sanitary Section (except Diagnostician's office), and responsible to the Health Commissioner for the conduct of this Section.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$130.00 *per month.*
Third Year:
$135.00 *per month.*
Fourth Year:
$140.00 *per month.*
Fifth Year:
$150.00 *per month.*

SEWER GROUP.

SYMBOL (IS).

Definition of This Group.

The term "Sewer Group" is applied to those offices or employments of the Inspectional Schedule in which incumbents are required to inspect manholes, inlets and such other visible portions of the sewers, to see if clean and in proper repair.

GRADE I.

TITLE—INSPECTOR, SEWERS.

SYMBOL (IS I).

Description of Duties of This Grade.

The duties of incumbents of this grade are to inspect manholes, inlets and such other visible portions of the sewers, to see if clean and in proper repair.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

SMOKE INSPECTION GROUP.

SYMBOL (ISm).

Definition of This Group.

The term "Smoke Inspection Group" is applied to those offices or employments of the Inspectional Schedule in which incumbents are required to make observations of smoke; take photographs of stack violations; instruct stationary firemen and stokers as to proper method of abating dense smoke; make reports on investigations of all smoke complaints and breaches of ordinance regulations.

GRADE I.

TITLE—SMOKE INSPECTOR.

SYMBOL (ISm I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to make observations of smoke; take photographs of stack violations; instruct stationary firemen and stokers as to proper method of abating dense smoke; make reports on investigations of all smoke complaints and breaches of ordinance regulations.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

STREET GROUP.

SYMBOL (ISt).

Definition of This Group.

The term "Street Group" is applied to those offices or employments of the Inspectional Schedule in which incumbents are required to report on pedestrian and vehicular traffic, to patrol the streets and sidewalks for the purpose of ascertaining their condition and to exercise control over street openings, proper restoration of pavements and the occupancy and use of City property for construction and other purposes, including encumbrances and sidewalk vaults.

GRADE I.

TITLE—EXCAVATION INSPECTOR.

SYMBOL (ISt E I).

Description of Duties of This Title.

The duties of incumbents of these positions are to observe the refilling of excavations made in improved streets or alleys or streets under construction and the temporary restoration of pavement thereunder, under the direction of the superintendent; also to take dimensions and location of each excavation; make daily report of same; see that fire plugs, sewers, inlets, manholes and gutters are not blocked by building material; such other duties as may be assigned.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

TITLE—PAVEMENT MAINTENANCE INSPECTOR.

SYMBOL (ISt PM I).

Description of Duties of This Title.

The duties of incumbents of these positions are to observe all permanent repairs under maintenance contracts and also all excavations or cuts permanently repaired by service corporations, and enforce compliance with ordinance.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

TITLE—INSPECTOR OF BITUMINOUS PAVING MATERIALS.

SYMBOL (ISt B I).

Description of Duties of This Title.

The duties of incumbents of these positions are to observe the laying of bituminous pavements by corporations under contract with the City, to see that contract specifications are carried out and materials are used in quality and manner as set forth in the contract.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

TITLE—SIDEWALK INSPECTOR.

SYMBOL (ISt S I).

Description of Duties of This Title.

The duties of incumbents of these positions are to patrol sidewalks in respective district and make written reports of all defects, such as broken brick, granitoid, worn out, expanded or depressed walks, gas and water stop boxes which are above grade or without covers, broken or insecure, places in sidewalks where trees or poles have been removed, broken or insecure cellar doors, etc.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

TITLE—SPRINKLING INSPECTOR.

SYMBOL (ISt Sp I).

Description of Duties of This Title.

The duties of incumbents of these positions are to inspect certain sprinkling districts to see that the sprinkling of streets is carried out in accordance with specifications of the contract; if contractor fails or neglets to sprinkle the streets according to contract, make written report of same; make daily report of streets and service rendered; adjust all complaints; during winter months, attend to the removal of snow or perform such clerical work as may be assigned.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

TITLE—TRAFFIC REGULATION INSPECTOR.

SYMBOL (ISt TR I).

Description of Duties of This Title.

The duties of incumbents of these positions are to make any special inspections; to look after traffic signs and other street department signs in the congested district; to count vehicles or pedestrians and make report of same; to make other observations of conditions affecting congestion or impeding of traffic as assigned.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

TITLE—INSPECTOR OF WHARF AND LEVEE.

SYMBOL (ISt W I).

Description of Duties of This Title.

The duties of incumbents of these positions are the daily patrol of wharf between given points to prevent any violations of wharf regulations, except as provided for; to observe the care taken of property leased by the City, and make out daily reports relative to any changes or violations that may occur.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

GRADE II.

TITLE—VARIOUS TITLES BELOW.

Description of Duties of This Grade.

The duties of incumbents of this grade are to inspect the particular kind of work assigned in an entire district of the City, to have charge of the assignment of a number of inspectors in a given district, or to perform special inspections or reinspections requiring exercise of more than routine powers.

TITLE—PAVEMENT MAINTENANCE INSPECTOR.

SYMBOL (1St PM II).

Description of Duties of This Title.

The duties of incumbents of these positions are to observe all permanent repairs under maintenance contracts and also all excavations or cuts permanently repaired by service corporations; render detail monthly bills for all cuts and excavations repaired by contractor and the Bituminous Roadway Section.

Range of Compensation:
First Year:
$105.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$115.00 *per month.*
Fourth Year:
$115.00 *per month.*
Fifth Year:
$120.00 *per month.*

TITLE—INSPECTOR OF BITUMINOUS PAVING MATERIALS.

SYMBOL (1St B II).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct inspectors of the same type of lower grade in a large section of the City or on an entire contract, giving directions and taking care that specifications regarding materials and manner of laying bituminous pavements are understood and followed.

Range of Compensation:
First Year:
$105.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$115.00 *per month.*
Fourth Year:
$115.00 *per month.*
Fifth Year:
$120.00 *per month.*

TITLE—REFUSE COLLECTION INSPECTOR.

SYMBOL (1St. RC II).

Description of Duties of This Title.

The duties of incumbents of these positions are to have charge of collection of garbage in given district; investigate complaints of non-collection of garbage and dead animals, etc.

Range of Compensation:
First Year:
$105.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$115.00 *per month.*
Fourth Year:
$115.00 *per month.*
Fifth Year:
$120.00 *per month.*

TITLE—CHIEF INSPECTOR OF SIDEWALKS.

SYMBOL (ISt S II).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct Sidewalk Inspectors, Grade I, and assign them to make inspections of respective districts or special inspections of defective places in sidewalks reported to the Street Division; send notices to owners to make repairs and have general supervision of all work involved in sidewalk inspection.

Range of Compensation:
First Year:
$105.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$115.00 *per month.*
Fourth Year:
$115.00 *per month.*
Fifth Year:
$120.00 *per month.*

TITLE—TRAFFIC REGULATION INSPECTOR.

SYMBOL (ISt TR II).

Description of Duties of This Title.

The duties of incumbents of these positions are to inspect street car tracks, paving, building permits when expired, wreckage of buildings placed in streets, overloading of wagons, dangerous places in sidewalks and railroad crossings, and such other duties as Street Commissioner may assign.

Range of Compensation:
First Year:
$105.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$115.00 *per month.*
Fourth Year:
$115.00 *per month.*
Fifth Year:
$120.00 *per month.*

TITLE—CHIEF INSPECTOR OF SPRINKLING.

SYMBOL (ISt Sp II).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct Sprinkling Inspectors, Grade I, assign them to districts or to make special inspections of complaints concerning service rendered; adjust complaints and make such field inspection of the work of contractors and subordinates as may be necessary to secure satisfactory performance on the part of sprinkling contractors and empolyes.

Range of Compensation:
First Year:
$110.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$130.00 *per month.*

GRADE III.

TITLE—VARIOUS TITLES BELOW.

Description of Duties of This Grade.

The duties of incumbents of this grade include charge of other inspectors in a district or of a particular kind of inspectional work in the entire city.

TITLE—CHIEF PAVEMENT MAINTENANCE INSPECTOR.

SYMBOL (ISt PM III).

Description of Duties of This Title.

The duties of incumbents of these positions are the general direction of inspection of all streets and alleys under maintenance contracts and all excavations permanently repaired by service corporations; to see that pavements are kept in good condition during time of maintenance; to investigate all complaints pertaining to section and cause notices to be sent to responsible parties; also to notify contractors to make permanent repairs to pavements under their contracts caused by wear and tear, and to check off when satisfactorily done; to furnish contractors with all cuts on their contracts; to keep all records in tangible form so that they can be recapitulated.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

TITLE—CHIEF INSPECTOR OF BITUMINOUS PAVING MATERIALS.

SYMBOL (ISt B III).

Description of Duties of This Title.

The duties of incumbents of these positions are to have general direction of the inspection of bituminous pavements under construction by private contractors under direction of the Streets and Sewers Construction Section of the President's Department, see that all inspectors of lower grade perform their duties and that all materials and manner of using same are carried out as specified by contract.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

TITLE—CHIEF TRAFFIC REGULATION INSPECTOR.

SYMBOL (ISt TR III).

Description of Duties of This Title.

The duties of incumbents of these positions are to inspect car tracks and paving, building permits when expired, wreckage of old buildings placed in streets, wagons overloaded, granitoid walks, new work, and such other duties as may be assigned by the Street Commissioner.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

CHIEF EXCAVATION INSPECTOR.

SYMBOL (ISt E III).

Description of Duties of This Title.

The duties of incumbents of these positions are to assume full charge of Excavation Section; to direct entire operation of the section; to enforce all ordinances governing the section; to draft such rules from time to time as seem necessary for the improvements, submitting same to the commissioner for his approval; to direct the issuance of all permits, the preparation of all transfer of charges to the comptroller; to receive daily inspection reports of work completed and adjust number of hours thereon to be billed; to traverse the route of assignments made during the day and inspect all incomplete work.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

SUPPLY GROUP.

SYMBOL (ISp).

Definition of This Group.

This group includes positions in which the incumbents perform clerical duties connected with the purchase of supplies and are consequently required to have a special knowledge of standards and varieties of groceries, dry goods, or other supplies as are incident to verifying the quality of goods offered or furnished under contracts with the City.

GRADE I.

TITLE—INSPECTOR (Groceries, Dry Goods, Etc.).

SYMBOL (ISp I).

Description of Duties of This Grade.

The duties of incumbents of this grade are to inspect supplies furnished the Municipality under contract, enforcing specifications, make reports, and to perform clerical work when not passing on supplies.

Range of Compensation:
First Year:
$110.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$130.00 *per month.*

TITLE—FOUNDRY INSPECTOR.

SYMBOL (ISp F II).

Description of Duties of This Title.

The duties of Foundry Inspectors are to be in attendance at a shop or foundry to determine that methods of fabrication, materials used and products are in accordance with specifications of contract, to supervise tests of materials, take samples and pass on finished products.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

GRADE III.

TITLE—PURCHASING AGENT.

SYMBOL (ISp P III).

Description of Duties of This Grade.

The duties of incumbents of this grade are to be responsible to the Commissioner for the quality and quantity of goods and supplies purchased under contract or in open market, and for records of same; responsible for the work of all subordinates.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1860.00 *per annum.*
Third Year:
$1920.00 *per annum.*
Fourth Year:
$1980.00 *per annum.*
Fifth Year:
$2100.00 *per annum.*

GRADE IV.

TITLE—PURCHASING AGENT.

SYMBOL (ISp P IV).

Description of Duties of This Grade.

The duties of incumbents of this grade are to be responsible to the Commissioner for the quality and quantity of goods and supplies purchased under contract or in open market, to make arrangements for the letting of bids duly authorized, for the transfer of condemned property when it can be used elsewhere, and for its sale when not usable; to explain specifications to bidders and compare samples submitted with qualities specified.

Range of Compensation:
First Year:
$2100,00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2340.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

WEIGHTS AND MEASURES GROUP.

SYMBOL (IW).

Definition of This Group.

The term "Weights and Measures Group" is applied to those offices or employments of the Inspectional Schedule in which incumbents are required to exercise regulative and restraining control over all weighing and measuring instruments used for buying and selling in the city.

GRADE I.

TITLE—ASSISTANT INSPECTOR, WEIGHTS AND MEASURES.

SYMBOL (IW I).

Description of Duties of This Grade.

The duties of incumbents of this grade are to take out and drive wagons; assist inspector of weights and measures carry standard weights and measures to and from scales to wagon, help inspector examine floor scales, weights and measures of merchants.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

GRADE II.

TITLE—INSPECTOR OF WEIGHTS AND MEASURES.

SYMBOL (IW II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to inspect, seal, or condemn and destroy scales, weights, measures and packages; in charge of wagon, driver and assistant on routes assigned by office; collect and issue receipts for fees for inspections made; account for fees received to office each day; adjust complaints in district; make special inspections and reinspections as assigned.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$105.00 *per month.*
Third Year:
$110.00 *per month.*
Fourth Year:
$110.00 *per month.*
Fifth Year:
$115.00 *per month.*

CUSTODIAL SCHEDULE.

SYMBOL (K).

(Rule II, Sec. 4. f.)

Definition of This Schedule.

The term "Custodial Schedule" is applied to those offices or employments, the duties of whose incumbents are to have custody of public animals and property, to assist and keep order among transients in public places, inmates of penal institutions or to guard and assist at public swimming pools and parks, and to perform clerical and technical work incidental thereto.

ANIMAL KEEPER GROUP.

SYMBOL (KA).

Definition of This Group.

The term "Animal Keeper Group" is applied to those offices or employments of the Custodial Schedule in which incumbents are required to keep, exhibit, breed, feed and care for animals, birds, reptiles and fishes on exhibition in menageries, zoological parks and aquaria.

GRADE I.

TITLE—ANIMAL KEEPER.

SYMBOL (KA I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to exhibit, feed, guard and care for animals, birds, reptiles or fishes, and to clean living quarters and equipment used; preparing and doling out animal feed; safeguarding the public; grooming and washing animals.

Range of Compensation:
First Year:
$60.00 *per month.*
Second Year:
$65.00 *per month.*
Third Year:
$70.00 *per month.*

GRADE II.

TITLE—ANIMAL KEEPER.

SYMBOL (KA II)

Description of Duties of This Grade.

The duties of incumbents of these positions, which involves charge of employes in Grade I, are to exercise special skill in the care, feeding, breeding and exhibition of a group or groups of animals, such as animals, birds, reptiles or fishes; take charge of primates, reptiles, birds or deer.

Range of Compensation:
First Year:
$85.00 *per month.*
Second Year:
$90.00 *per month.*
Third Year:
$95.00 *per month.*
Fourth Year:
$95.00 *per month.*
Fifth Year:
$100.00 *per month.*

GRADE IV.

TITLE—SUPERINTENDENT OF THE ZOO.

SYMBOL (KA IV).

Description of Duties of This Title.

The duties of incumbents of this grade are to direct the care, feeding, breeding, and exhibition of the fowls, reptiles, fish and animals of the Zoological Parks, with responsible charge of all employes and property involved.

Range of Compensation:
First Year:
$2100.00 *per annum.*
Second Year:
$2160.00 *per annum.*
Third Year:
$2280.00 *per annum.*
Fourth Year:
$2280.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

BUILDING CUSTODIAN GROUP.

SYMBOL (KB).

Definition of This Group.

This term is used to designate positions the incumbents of which are responsible for the operation, care and maintenance of Municipal Buildings, including charge of employes and care of equipment, purchase of necessary supplies and making of necessary repairs and minor alterations. Positions of Chief Janitor are classified in Unskilled Labor, Branch B. and Grade I is omitted.

GRADE II.

TITLE—SUPERINTENDENT MUNICIPAL BUILDING.

SYMBOL (KB II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to direct repair work on all city-owned buildings after plans and specifications have been prepared; to inspect all work requested by requisition; to see if same is necessary; to assign all janitors, elevator operators, elevator starters and watchmen in the City Hall, Municipal Courts, Court House and Central Dispensary; to assign carpenters, plumbers and others on minor repair work around the above mentioned buildings, and to be responsible for the proper performance of work by employes.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2220.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

JAIL GUARD GROUP.

SYMBOL (KJ).

Definition of This Group.

The term "Jail Guard Group" is applied to those offices or employments of the Custodial Schedule in which incumbents are required to have custody over persons committed to jail or persons temporarily in custody in connection with the administration of justice.

GRADE I.

TITLE—JAIL GUARD (Male).

SYMBOL (KJ I M).

Description of Duties of This Title.

The duties of incumbents of these positions are to guard and discipline persons confined in the city jail.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*
One meal furnished when on watch.

GRADE I.

TITLE—JAIL GUARD (Female).

SYMBOL (KJ I F).

Description of Duties of This Title.

The duties of incumbents of these positions are to guard and discipline female prisoners confined in the City Jail.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*
One meal furnished when on watch.

GRADE II.

TITLE—CHIEF JAIL GUARD.

SYMBOL (KJ II).

Description of Duties of This Title.

The duties of incumbents of these positions are to oversee the work of guards in Grade I on a watch and be responsible for the enforcement of rules governing the action of subordinates, custody of inmates and the maintenance of the quarters under their jurisdiction.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
One meal furnished when on watch.

LIFE GUARD GROUP.

SYMBOL (KL).

Definition of This Group.

The Term "Lifeguard Group" is applied to those offices or employments of the Custodial Schedule in which the duties of the incumbents involve service at a public swimming pool; safeguarding bathers against risks and accidents; rescuing and resuscitating drowning persons, and simple instruction of the public in swimming.

GRADE I.

TITLE—LIFEGUARD.

Rate of Compensation:
First Year:
$75.00 *per month.*

SYMBOL (KL I).

Description of Duties of This Grade.

The duties of this position include vigilant watch over and care of bathers at the swimming pools under direction of the Captain, and participation in such training exercises and drills as may be assigned, with a view to prevention of accident and loss of life.

GRADE II.

TITLE—CAPTAIN, LIFEGUARDS.

Rate of Compensation:
First Year:
$100.00 *per month.*

SYMBOL (KL II).

Description of Duties of This Grade.

The duties of this position include charge and direction of all lifeguards at the public swimming pools in prevention of accidents and loss of life among bathers.

MATRON GROUP.

SYMBOL (KM).

Definition of This Group.

The term "Matron Group" is applied to those offices or employments of the Custodial Schedule in which the duties of the incumbents are to perform or to direct others in performing household work, such as, the cleaning of living, dining and sleeping quarters, the preparing and serving of food, and care of linen, furniture and other equipment.

GRADE I.

TITLE—MATRON.

SYMBOL (KM I).

Description of Duties of This Title.

The duties of incumbents of these positions are to requisition supplies for housekeeping and kitchens; direct maids and porters; to inspect and direct work in wards and dormitories; to have charge of linen rooms and mark new linen; to keep daily report of time of employes, and to look after all housekeeping duties.

Range of Compensation:
First Year:
$60.00 *per month.*
Second Year:
$65.00 *per month.*
Third Year:
$70.00 *per month.*
Room, board and laundry furnished. At Koch Hospital 3-year range as follows:
$70.00, $75.00, $80.00.

SPECIAL OFFICER GROUP.

SYMBOL (KO).

Definition of This Group.

The term "Special Officer Group" is applied to those offices or employments of the Custodial Schedule in which incumbents are required to exercise care in the protection of property owned or controlled by or in the custody of the City from theft, fire or other injury or danger, where such duties require physical ability to carry firearms, eject trespassers or make arrests. Otherwise positions of the above duties are classified as Watchman, Class B. (not under 45 years old).

TITLE—BUILDING GUARD.

SYMBOL (KO B I).

Description of Duties of This Title.

The duties of incumbents of these positions are to act as Building Guard in the City Hall, Municipal Courts Building or other municipal buildings, to exercise care in the protection of such property from defacement or injury by fire or other causes, to eject trespassers and make arrests when necessary in the performance of these duties.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

GRADE I.

TITLE—SPECIAL OFFICER.

SYMBOL (KOS I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to exercise care in the protection of property owned or controlled by or in the custody of the City from theft, fire or other injury or danger, where work requires able-bodied males of erect bearing, neat appearance, physically able to eject trespassers or make arrests.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

TITLE—TOWER WATCHMAN.

SYMBOL (KO T I).

Description of Duties of This Title.

The duties of incumbents of these positions are to guard the screens at the intake towers of the Water Division, keeping same free from all debris and ice, regardless of weather or water conditions, until relieved.

Rate of Compensation:
First Year:
$90.00 *per month.*

GRADE II.

TITLE—CHIEF SPECIAL OFFICER.

SYMBOL (KO II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to have charge of and be responsible for employes of Grade I of this group under their charge and to perform the work of Grade I where required.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

PARK GUARD GROUP.

SYMBOL (KP).

Definition of This Group.

The term "Park Guard Group" is applied to those offices or employments of the Custodial Schedule in which the duties of the incumbents involve the prevention of crimes, the enforcement of laws and ordinances, the safeguarding of the public and of park property, and the performance of general police work in an assigned park territory, either on foot or on motorcycle.

GRADE I.

TITLE—PARK GUARD.

SYMBOL (KP I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to patrol parks, tennis courts and playgrounds to preserve order; make out reports on all accidents; arrest guilty parties; take care of injured or sick; police duty in general.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

TITLE—SERGEANT OF PARK GUARDS.

SYMBOL (KP II).

Description of Duties of This Title.

The duties of incumbents of these positions are to oversee the work of guards in Grade I, enforce the rules governing the duties of same and perform such other services as may be incident to the maintenance of discipline and effective guardianship of park property and the welfare of visitors to the park as may be necessary.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

STOREKEEPER GROUP.

SYMBOL (KS).

Definition of This Group.

The term "Storekeeper Group" is applied to those offices or employments of the Custodial Schedule in which incumbents are required to maintain stock within prescribed limits, to receive, inspect, store, issue on approved requisitions, and to classify and account for, according to prescribed methods and procedure, supplies, materials and equipment.

GRADE I.

TITLE—STOREKEEPER.

SYMBOL (KS I).

Description of Duties of This Grade.

The duties of incumbents of these positions include receiving and giving out supplies; taking orderly care of supplies on hand; keeping requisitions presented and filled and reporting stock needed in time to prevent delays. (Involves manual labor and familiarity with supplies but not much record work, which falls to Grade II incumbents.)

Rate of Compensation:
First Year:
$70.00 *per month.*

GRADE II.

TITLE—STOREKEEPER OR STEWARD.

SYMBOL (KS II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to make requisitions necessary to maintain stock within prescribed limits, to receive, inspect, store, issue on approved requisitions, classify and account for, according to prescribed methods and procedure, the supplies, materials and equipment of a division or section; steward in smaller institutions.

Range of Compensation:
First Year:
$75.00 *per month.*
Second Year:
$80.00 *per month.*
Third Year:
$85.00 *per month.*

GRADE III.

TITLE—STOREKEEPER OR STEWARD.

SYMBOL (KS III).

Description of Duties of This Grade.

The duties of incumbents of these positions are to make requisitions necessary to maintain stock within prescribed limits; to have general charge over all stock, stock records and storeroom; and drawing up requisitions for supplies used in a section or division.

Range of Compensation:
First Year:
$115.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$125.00 *per month.*
Fourth Year:
$125.00 *per month.*
Fifth Year:
$130.00 *per month.*
Range of Compensation:

WHARF GROUP.

SYMBOL (KWh).

Definition of This Group.

The term "Wharf Group" is applied to those offices or employments of the Custodial Schedule in which the duties of the incumbents are to take charge of the levees and wharves in a prescribed water front district, to collect wharfage fees, and to exercise judgment in the use, care and preservation of levees, sewers, sidewalks and adjacent thoroughfares.

GRADE I.

TITLE—WHARF MASTER.

SYMBOL (KWh I).

Description of Duties of This Grade.

The duties of incumbents of these positions include charge of laborers; keeping levee clean and in repair; designating landing places for steamboats, etc.; master of harbor boat; charge of dump boats and other city floating property; keep same in repair; assigning assistants and laborers in work; making reports.

Range of Compensation:
First Year:
$140.00 *per month.*
Second Year:
$145.00 *per month.*
Third Year:
$150.00 *per month.*

WORKHOUSE GUARD GROUP.

SYMBOL (KWk).

Definition of This Group.

The term "Workhouse Guard Group" is applied to those offices or employments of the Custodial Schedule in which incumbents are required to exercise custody and discipline of persons committed to the Workhouse.

GRADE I.

TITLE—WORKHOUSE GUARD (Male).

SYMBOL (KWk IM).

Description of Duties of This Title.

The duties of incumbents of these positions are to guard, discipline and care for inmates of the Workhouse.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

TITLE—WORKHOUSE GUARD (Female).

SYMBOL (KWk IF).

Description of Duties of This Title.

The duties of female guards are to guard and care for women brought to or detained in the Workhouse and to perform such other duties as may be assigned by the Superintendent.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

GRADE II.

TITLE—GUARD FOREMAN, WORKHOUSE.

SYMBOL (KWk II).

Description of Duties of This Title.

The duties of incumbents of these positions are to oversee the work of guards in Grade I and to perform such other services as may be incident to the maintenance of discipline and the enforcement of rules governing the action of keepers, the custody of inmates, and the maintenance of quarters under their jurisdiction.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

PROFESSIONAL SCHEDULE.

SYMBOL (P).

(Rule II, Sec. 4. g.)

Definition of This Schedule.

The term "Professional Schedule" is applied to those offices or employments the duties of whose incumbents are to perform routine, advisory, administrative or research work, which is based upon the established principles of and which requires training or experience in a recognized profession.

BACTERIOLOGIST GROUP.

SYMBOL (PB).

Definition of This Group.

The term "Bacteriologist Group" is applied to those offices or employments of the Professional Schedule in which incumbents are required to procure, prepare and mount bacteriological specimens, to examine them microscopically or otherwise, and to diagnose disease on the basis of such examination; to make and prepare media for the growth of bacteria; to make, prepare for use, and administer antitoxins, serums and vaccines in the prevention or cure of disease, and to perform such other services as may be required in the procuring, preparation, examination and diagnosis of bacteriological specimens.

GRADE I.

TITLE—BACTERIOLOGIST.

SYMBOL (PB I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to make bacteriological examinations of specimens for medical purposes as assigned by the Bacteriologist, Grade II.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$105.00 *per month.*
Third Year:
$110.00 *per month.*
Fourth Year:
$115.00 *per month.*
Fifth Year:
$120.00 *per month.*

GRADE II.

TITLE—BACTERIOLOGIST.

SYMBOL (PB II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to exercise independent judgment in and be responsible for bacteriological examinations and to perform research work under supervision; make bacteriological examinations of milk, water, etc.; examining specimens of sputum, diphtheria culture; producing toxins, antitoxins, vaccines; making disinfection tests; conducting research studies in animal experimentation to discover causes of disease.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2040.00 *per annum.*
Fifth Year:
$2100.00 *per annum.*

GRADE III.

TITLE—BACTERIOLOGIST.

SYMBOL (PB III).

Description of Duties of This Grade.

The duties of incumbents of these positions are to make diagnosis of material sent from the surgical clinics of the City Hospital; make blood examinations for typhoid; make microscopical examinations of spinal fluid for tuberculosis and meningitis; make microscopical tests for rape and chemical tests for blood in court cases; bacteriological examinations of milk, water and foods; of pus for various organisms, sputum for tuberculosis cultures, and diphtheria; special bacteriological problems as they present themselves.

Range of Compensation:
First Year:
$2400.00 *per annum.*
Second Year:
$2520.00 *per annum.*
Third Year:
$2640.00 *per annum.*
Fourth Year:
$2760.00 *per annum.*
Fifth Year:
$2880.00 *per annum.*

CHEMIST GROUP.

SYMBOL (PC).

Definition of This Group.

The term "Chemist Group" is applied to those offices or employments of the Professional Schedule in which incumbents are required to perform routine or research work in chemistry involving the making and recording of chemical tests or analysis and to perform such other services as may be required in the analysis and testing of substances, including therefore those whose duties are placed under the title "Physicist."

GRADE I.

TITLE—CHEMIST.

SYMBOL (PC I).

Description of Duties of This Title.

The duties of incumbents of these positions are to perform chemical or physical tests in a laboratory, such as the analysis of asphalt, milk, rubber, paints, ink, cement, rope, paper, drugs, water, foods, etc.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$120.00 *per month.*

GRADE II.

TITLE—CHEMIST.

SYMBOL (PC II).

Description of Duties of This Title.

The duties of incumbents of these positions, which require a high degree of skill and judgment in the practice of chemistry or physics, are to be responsible for chemical or physical work in laboratories and to initiate and carry out difficult chemical or physical research or qualitative and quantitive analytical work.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2100.00 *per annum.*

TITLE—CHEMIST AND BACTERIOLOGIST.

SYMBOL (PC B II).

Description of Duties of This Title.

The duties of incumbents of these positions, which require a combination of a high degree of skill and judgment in the practice of chemistry and in making bacteriological examinations of water, are to exercise such skill and be responsible for the chemical and bacteriological examination of water in the Supply and Purifying Section of the Water Division.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2100.00 *per annum.*

TITLE—PHYSICIST.

SYMBOL (PC PII).

Description of Duties of This Title.

Photomicographic and microscopical examinations; materials inspection at manufacturing plants; research and routine tests on materials purchased and used by the City, including metals, cements, coal, paper and rubber products, fabrics of various kinds and paving material; designing and repairing laboratory apparatus.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2100.00 *per annum.*

GRADE III.

TITLE—CHIEF CHEMIST.

SYMBOL (PC III).

Description of Duties of This Title.

The duties of incumbents of these positions, which require the highest degree of specialized knowledge of chemistry and physics, and which involve the application of the most advanced scientific methods, are to direct and to be responsible for an entire chemical and physical department, and to perform or direct the most difficult chemical and physical research work.

Range of Compensation:
First Year:
$2220.00 *per annum.*
Second Year:
$2340.00 *per annum.*
Third Year:
$2460.00 *per annum.*
Fourth Year:
$2460.00 *per annum.*
Fifth Year:
$2520.00 *per annum.*

TITLE—ENGINEER-IN-CHARGE, MUNICIPAL TESTING LABORATORY.

SYMBOL (PC E III).

Description of Duties of This Title.

The duties of this position cover responsibility for, and direction of testing and inspection of all materials and supplies purchased by the City on specifications requiring test, also of such materials going into public work done by contract.

Range of Compensation:
First Year:
$2220.00 *per annum.*
Second Year:
$2340.00 *per annum.*
Third Year:
$2460.00 *per annum.*
Fourth Year:
$2460.00 *per annum.*
Fifth Year:
$2520.00 *per annum.*

ENGINEER GROUP.

SYMBOL (PE).

Definition of This Group.

The term "Engineer Group" is applied to those offices or employments of the Professional Schedule in which incumbents are required to conduct surveys, to prepare, direct or investigate designs, plans, estimates, specifications and contracts or to construct, operate, maintain and inspect such projects and works as highways, bridges, transportation, harbor and terminal facilities, buildings, and such projects and works as are incidental to the production, distribution and utilization of light, heat and power, the collection, purification and distribution of water and the collection and disposal of sewage, and other municipal waste.

The term "Engineering Draftsman" in this group is applied to those positions the incumbents of which are required to perform drafting and designing requiring technical professional education and training necessary to use the data furnished by engineers of like grade.

GRADE I.

Description of the Duties of This Grade.

AS ENGINEERS.

SYMBOL (PE I).

The duties of incumbents of these positions are, as engineers, to perform work in field, office or shop in one or more of the specialized engineering branches, such as using surveying and measuring instruments, engineering tables and diagrams; inspecting or investigating details of engineering construction work, power transmission and material, or

AS ENGINEERING DRAFTSMAN.

SYMBOL (PE D I).

The duties of incumbents of these positions are to make detail plans or working drawings, plans and profiles from data furnished by engineers working in field, construction or shop work, and to do the necessary computation involved.

TITLE—JUNIOR ARCHITECTURAL DRAFTSMAN.

SYMBOL (PE A I).

Description of Duties of This Title.

The duties of incumbents of these positions are to lay out simple architectural drawings and assist employes in Grade II and Grade III on assigned details of their work.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$100.00 *per month.*
Third Year:
$110.00 *per month.*

TITLE—JUNIOR ENGINEER, CIVIL.

SYMBOL (PE C I).

Description of Duties of This Title.

The duties of incumbents of these positions include charge of instruments in survey party; gathering data for computations on improvements or construction work; making field surveys and preparing notes for draftsmen.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$100.00 *per month.*
Third Year:
$110.00 *per month.*

TITLE—JUNIOR DRAFTSMAN, CIVIL.

SYMBOL (PE DC I).

Description of Duties of This Title.

The duties of incumbents of these positions include designing or preparing plans, profiles, and working drawings of street, alley, or other improvements from data furnished by field engineers and similar drafting and designing work.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$100.00 *per month.*
Third Year:
$110.00 *per month.*

TITLE—JUNIOR ENGINEER, ELECTRICAL.

SYMBOL (PE E I).

Description of Duties of This Title.

The duties of incumbents of these positions include the gathering of data and determination of requirements of electrical current and equipment necessary where electricity is to be generated or distributed for light, heat or power.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$100.00 *per month.*
Third Year:
$110.00 *per month.*

TITLE—JUNIOR DRAFTSMAN, ELECTRICAL.

SYMBOL (PE DE I).

Description of Duties of This Title.

The duties of this position include the drafting of electrical wiring plans, experimental apparatus and electrical devices from data furnished by the electrical engineer.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$100.00 *per month.*
Third Year:
$110.00 *per month.*

TITLE—JUNIOR ENGINEER, MECHANICAL.

SYMBOL (PE M I).

Description of Duties of This Title.

The duties of incumbents of these positions are the gathering of data for and inspection of machinery and other means of production, transmission and utilization of motor power, including estimating and other computations necessary under direction of engineers of higher grade.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$100.00 *per month.*
Third Year:
$110.00 *per month.*

TITLE—JUNIOR DRAFTSMAN, MECHANICAL.

SYMBOL (PE DM I).

Description of Duties of This Title.

The duties of incumbents of these positions are to make detail drawings of parts, repairs and alterations of equipment or transmission to be furnished to machine shop or foundry, from data furnished by mechanical engineers.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$100.00 *per month.*
Third Year:
$110.00 *per month.*

GRADE II.

Description of the Duties of This Grade.

AS ENGINEERS.

SYMBOL (PE II).

The duties of incumbents of these positions are, as engineers, to exercise engineering judgment and assume responsibility in investigations and reports, or directing inspectors and engineers of Grade I on field or construction work of an engineering project or portion thereof, or

AS ENGINEERING DRAFTSMAN.

SYMBOL (PE D II).

The duties of incumbents of these positions include the designing and drafting of sewers, structures, machinery parts and transmission, and direction of draftsmen of Grade I when necessary.

TITLE—ARCHITECTURAL DRAFTSMAN.

SYMBOL (PE A II).

Description of Duties of This Title.

The duties of incumbents of these positions are preparing general working drawings, detail drawings, assembled drawings of details of buildings and other structures, in compliance with the rules of architectural construction and building ordinances.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*

TITLE—ASSISTANT ENGINEER, CIVIL.

SYMBOL (PE C II).

Description of Duties of This Title.

The duties of incumbents of these positions include charge of survey parties, responsibility for collection of data and preparation of specifications for street, alley, sewer, tunnel, dike, bridge, viaduct or railway improvement projects; charge of construction work on the job to enforce specification requirements.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*

TITLE—DRAFTSMAN, CIVIL.

SYMBOL (PE DC II).

Description of Duties of This Title.

The duties of incumbents of these positions include designing and preparing working plans for construction of public improvements from data gathered by field engineers; computations, estimates, and solving of simple problems of construction work on tunnels, buildings, bridges, reservoirs, making final estimates, records and drawing of plans, cross sections and completed notes.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*

TITLE—ASSISTANT ENGINEER, ELECTRICAL.

SYMBOL (PE E II).

Description of Duties of This Title.

The duties of incumbents of these positions include investigations and computations for electrical current and equipment and direction of employes in the practical operation and repair of electrical machinery and equipment for generating, distributing and applying electricity for light, heat or power.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*

TITLE—DRAFTSMAN, ELECTRICAL.

SYMBOL (PE DE II).

Description of Duties of This Title.

The duties of incumbents of these positions include drafting and designing from electrical engineering data, designing new fire and police signals, and other electrical details, from data furnished by electrical engineers.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*

TITLE—ASSISTANT ENGINEER, MECHANICAL.

SYMBOL (PE M II).

Description of Duties of This Title.

The duties of incumbents of these positions include the exercise of engineering judgment in planning new machinery and methods for the production, transmission and utilization of power, testing of boilers and engines; and the direction of repairs and alterations of equipment.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*

TITLE—DRAFTSMAN, MECHANICAL.

SYMBOL (PE DM II).

Description of Duties of This Title.

The duties of incumbents of these positions are to design, from data and instructions given, the detail and working drawings of machinery and means of power transmission, having the necessary strength, convenience, compactness and economy under the general direction of mechanical engineers.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*

GRADE III.

Description of the Duties of This Grade.

AS ENGINEERS.

SYMBOL (PE III).

The duties of incumbents of these positions include the exercise of independent engineering knowledge and judgment in investigations and computations necessary for the design, plans, and specifications of engineering projects; direction of inspectors and subordinate engineers and draftsmen; solution of complex problems of construction or maintenance; critical engineering advice on mode and scope of action to be taken, or

AS DRAFTSMAN.

SYMBOL (PE D III).

The duties of incumbents of these positions include direction of draftsmen of lower grades, checking of drawings and of computations and calculation of stresses and safe loads in building, bridge machinery and other designs and in specifications.

TITLE—ARCHITECT.

SYMBOL (PE A III).

Description of Duties of This Title.

The duties of incumbents of these positions are to execute definite instructions in architectural work in field or office, such as taking and developing sketches, preparing working drawings, solving complex problems of construction; preparing scale and full-size details of greater difficulty than those assigned to Grade II; and assembling notes for specifications.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2160.00 *per annum.*
Fifth Year:
$2280.00 *per annum.*

TITLE—PLAN EXAMINER.

SYMBOL (PE AP III).

Description of Duties of This Title.

The duties of incumbents of this position, which requires knowledge of the building, tenement house, plumbing and sanitary codes of building construction, are to examine and check building plans and surveys submitted by persons asking for approval, for the purpose of discovering violations of building laws and other city ordinances.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2160.00 *per annum.*
Fifth Year:
$2280.00 *per annum.*

TITLE—ENGINEER, CIVIL.

SYMBOL (PE C III).

Description of Duties of This Title.

The duties of incumbents of these positions are to be responsible for the exercise of independent engineering knowledge, judgment, and skill in planning streets, sewers, viaducts, bridges and railroad connections and other public engineering projects; giving critical advice on the mode and scope of action necessary; directing the inspection and estimates of construction on such projects; designing railroad signals.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2160.00 *per annum.*
Fifth Year:
$2280.00 *per annum.*

TITLE—DRAFTSMAN, CIVIL.

(INCLUDES CHIEF DRAFTSMAN.)

SYMBOL (PE D III).

Description of Duties of This Title.

The duties of incumbents of these positions include the direction of draftsmen of lower grades, furnishing them calculations and other data; checking calculations and computations on all designs including reinforced concrete, street truss, and other construction; checking specifications; compiling final notes and records.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2160.00 *per annum.*
Fifth Year:
$2280.00 *per annum.*

TITLE—ENGINEER, ELECTRICAL.

SYMBOL (PE E III).

Description of Duties of This Title.

The duties of incumbents of these positions involve the exercise of independent electrical knowledge, judgment and skill in estimating, designing, installing, and directing the installation and operation of electrical machinery, wiring and devices for the production, transmission and utilization of electricity for light, heat, power and signals.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2160.00 *per annum.*
Fifth Year:
$2280.00 *per annum.*

TITLE—DRAFTSMAN, ELECTRICAL.

(Includes Chief Draftsman.)

SYMBOL (PE DE III).

Description of Duties of This Title.

The duties of incumbents of this title include the direction of draftsmen of lower grades, furnishing them calculations, sketches and other data; checking and computing electrical data necessary for proper design of electrical machinery and other equipment, signals, lights, etc.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2160.00 *per annum.*
Fifth Year:
$2280.00 *per annum.*

TITLE—ENGINEER, MECHANICAL.

SYMBOL (PE M III).

Description of Duties of This Title.

The duties of incumbents of these positions are to make all designs, plans, specifications and estimates for all mechanical work, such as the installation of heating, ventilating, refrigerating, steam power machinery or apparatus, as well as all maintenance work and changes in power plant equipment; efficiency tests for power plant equipment; combustion tests and subsequent instruction in fuel economy to operators of plants; inspection of new machinery, heating systems, etc.; office work, such as engineering reports and data.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2160.00 *per annum.*
Fifth Year:
$2280.00 *per annum.*

TITLE—DRAFTSMAN, MECHANICAL.

(Includes Chief Draftsman.)

SYMBOL (PE DM III).

Description of Duties of This Title.

The duties of incumbents of this title include direction of draftsmen of lower grades, furnishing them calculations and other data; checking calculations and computations on the strength, resistance, friction and adaptability of machines, parts, gears or other transmission as shown in designs; checking and approving final drawings, blue prints and specifications for patterns.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2160.00 *per annum.*
Fifth Year:
$2280.00 *per annum.*

GRADE IV.

Description of the Duties of This Grade.

SYMBOL (PE IV).

The duties of incumbents of positions of this grade are to assume responsibility for a major section of work in a division, of a whole engineering project, or of an important phase of a large engineering project, embracing its design, construction, and operation and direction of incumbents of lower grades of engineers, draftsmen and inspectors; to make critical investigations and give competent engineering advice on the mode and scope of action to be taken.

TITLE—SENIOR ARCHITECT.

SYMBOL (PE A IV).

Description of Duties of This Title.

The duties of incumbents of these positions are to exercise architectural knowledge and judgment in designing, planning, inspecting, constructing, and preparing specifications for buildings and similar construction projects, directing and participating in preparation of sketches and working and detail drawings as found necessary.

Range of Compensation:
First Year:
$2400.00 *per annum.*
Second Year:
$2520.00 *per annum.*
Third Year:
$2640.00 *per annum.*
Fourth Year:
$2760.00 *per annum.*
Fifth Year:
$2880.00 *per annum.*

TITLE—SENIOR ENGINEER, CIVIL.

SYMBOL (PE C IV).

Description of Duties of This Title.

The duties of incumbents of these positions are to exercise specialized knowledge in assuming full charge of an important engineering section, preparing preliminary cost estimates, final detail plans, and specifications for the construction, or maintenance and administration of the engineering project or projects assigned; to give independent expert or critical engineering advice of a high order for executive action relative to work of this scope.

Range of Compensation:
First Year:
$2400.00 *per annum.*
Second Year:
$2520.00 *per annum.*
Third Year:
$2640.00 *per annum.*
Fourth Year:
$2760.00 *per annum.*
Fifth Year:
$2880.00 *per annum.*

TITLE—SENIOR ENGINEER, ELECTRICAL.

SYMBOL (PE E IV).

Description of Duties of This Title.

The duties of incumbents of these positions are to exercise judgment and specialized knowledge of a high order in assuming responsible charge of an important electrical engineering problem, or the electrical engineering phases of a large project; to give expert critical electrical engineering advice relative to work of this scope.

Range of Compensation:
First Year:
$2400.00 *per annum.*
Second Year:
$2520.00 *per annum.*
Third Year:
$2640.00 *per annum.*
Fourth Year:
$2760.00 *per annum.*
Fifth Year:
$2880.00 *per annum.*

TITLE—SENIOR ENGINEER, MECHANICAL.

SYMBOL (PE M IV).

Description of Duties of This Title.

The duties of incumbents of these positions include charge of all designs and specification for mechanical equipment, repairs, and alterations, such as steam boilers and engines, refrigerating, heating, ventilating and conveying machinery, and operation and maintenance of same in mechanical plants of institutions, or in the equipment and operation of pumping plants.

Range of Compensation:
First Year:
$2400.00 *per annum.*
Second Year:
$2520.00 *per annum.*
Third Year:
$2640.00 *per annum.*
Fourth Year:
$2760.00 *per annum.*
Fifth Year:
$2880.00 *per annum.*

GRADE V.

Description of the Duties of This Grade.

SYMBOL (PE V).

The duties of incumbents of these positions, which require the highest order of executive or advisory ability, are to assume entire responsibility for all engineering work in the largest and most important engineering projects, involving the most complex problems of construction or maintenance and administration, or to give independent expert or critical engineering advice of the highest order for executive action relative to work of this scope.

TITLE—CHIEF ARCHITECT.

SYMBOL (PE A V).

Description of Duties of This Title.

The duties of incumbents of these positions are to be responsible for the exercise of architectural knowledge, judgment and skill in executive charge of designing, planning, preparing specifications, or directing the construction of a building or similar project; to give critical architectural advice of the highest order.

Range of Compensation:
First Year:
$3300.00 *per annum.*
Second Year:
$3420.00 *per annum.*
Third Year:
$3540.00 *per annum.*
Fourth Year:
$3540.00 *per annum.*
Fifth Year:
$3600.00 *per annum.*

TITLE—CHIEF ENGINEER, CIVIL.

SYMBOL (PE C V).

Description of Duties of This Title.

The duties of incumbents of these positions are to have charge and responsibility for the surveys, drafting, designing, and construction of public improvements, such as sewers, streets, viaducts; preliminary adjustments of grade or similar questions with conflicting property interests, private or corporate.

Range of Compensation:
First Year:
$3300.00 *per annum.*
Second Year:
$3420.00 *per annum.*
Third Year:
$3540.00 *per annum.*
Fourth Year:
$3540.00 *per annum.*
Fifth Year:
$3600.00 *per annum.*

TITLE—CHIEF ENGINEER, ELECTRICAL.

SYMBOL (PE E V).

Description of Duties of This Title.

The duties of incumbents of these positions include responsible charge of planning design and construction of electrical machinery, equipment and transmission on engineering projects of large scope; directing investigations of questions concerning electric light, power, railway and problems of equal scope and related technical nature.

Range of Compensation:
First Year:
$3300.00 *per annum.*
Second Year:
$3420.00 *per annum.*
Third Year:
$3540.00 *per annum.*
Fourth Year:
$3540.00 *per annum.*
Fifth Year:
$3600.00 *per annum.*

TITLE—CHIEF ENGINEER, MECHANICAL.

SYMBOL (PE M V).

Description of Duties of This Title.

The duties of incumbents of these positions include responsible charge of mechanical plant construction and operation; design, construction and selection of machinery and equipment; maintenance of efficiency at a high standard of all pumping stations; supervises and executes acceptance lists on new machinery for the department; critical engineering advice on questions of technical nature constantly arising.

Range of Compensation:
First Year:
$3300.00 *per annum.*
Second Year:
$3420.00 *per annum.*
Third Year:
$3540.00 *per annum.*
Fourth Year:
$3540.00 *per annum.*
Fifth Year:
$3600.00 *per annum.*

TITLE—DIVISION ENGINEER.

SYMBOL (PE C VI).

Rate of Compensation:
$4000.00 *per annum.*

Description of Duties of This Grade.

The duties of incumbents of these positions are to assume entire responsibility for the engineering work of the Design and Construction of Streets and Sewers Section or of the Design and Construction of Bridges and Building Section of the President's Department .

FORESTER GROUP.

SYMBOL (PF).

Definition of This Group.

The term "Forester Group" is applied to those offices or employments of the Professional Schedule in which incumbents are required to direct the work of planting, cultivating, conserving, and protecting from destructive insects, fungus and diseases, the trees, shrubs and plants in public parks or streets.

GRADE I.

TITLE—ASSISTANT FORESTER.

SYMBOL (PF I).

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

Description of Duties of This Grade.

The duties of incumbents of these positions are making investigations of injuries to trees and shrubs by insects, diseases, etc.; directing employes in methods of pruning and caring for trees and shrubs; keeping records of the office and acting as assistant to the Forester.

GRADE II.

TITLE—FORESTER.

SYMBOL (PF II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to make studies and investigations relating to the conservation of trees, shrubs and plants; to plan and direct the work of forces employed in spraying, pruning, trimming, planting and otherwise caring for trees, shrubs and plants, in streets or nurseries, or public parks; to have charge of the issuance of permits for removing or planting trees, erecting poles, stringing of ropes or wires, moving houses, or for any acts which may involve injury to trees or shrubs.

Range of Compensation:
First Year:
$2100.00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2340.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

LAWYER GROUP.

SYMBOL (PL).

Definition of This Group.

The term "Lawyer Group" is applied to those offices or employments of the Professional Schedule in which incumbents are required to conduct legal actions and proceedings in which the City, or a county contained therein, a department, or an officer thereof, is a party or is interested, or to render legal advice or assistance to public officers.

GRADE I.

TITLE—ASSISTANT ATTORNEY.

SYMBOL (PL I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to conduct less important cases, and perform other legal work not involving great responsibility under advice or direction of other counsel; preparing memoranda of law; arguing incidental motions; assisting in the preparation and trial of cases; conducting the trial of routine or less difficult cases.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

GRADE II.

TITLE—ATTORNEY.

SYMBOL (PL II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to supervise or perform important legal work requiring professional experience, skill and judgment; preparing opinions, briefs, instruments and pleadings; arguing important motions, demurrers or appeals; trying actions and proceedings.

Range of Compensation:
First Year:
$2400.00 *per annum.*
Second Year:
$2580.00 *per annum.*
Third Year:
$2700.00 *per annum.*
Fourth Year:
$2880.00 *per annum.*
Fifth Year:
$3000.00 *per annum.*

NURSE GROUP.

SYMBOL (PN).

Definition of This Group.

The term "Nurse Group" is applied to those offices or employments of the Professional Schedule in which incumbents are required to perform such services in the nursing, care and treatment of the sick, and in the investigation, reporting, prevention and correction of conditions unfavorable to the health of individuals or communities as may lawfully be performed by registered nurses.

GRADE I.

Various Titles Follow.

TITLE—GRADUATE NURSE.

SYMBOL (PN G I).

Description of Duties of This Title.

The duties of incumbents of these positions are to perform under supervision routine nursing in hospitals and other institutions in which such routine nursing is not performed by pupil nurses, or to supervise and be responsible for the nursing work performed in a hospital ward by pupil nurses or other helpers.

Range of Compensation:
First Year:
$50.00 *per month.*
Second Year:
$55.00 *per month.*
Third Year:
$60.00 *per month.*
Fourth Year:
$65.00 *per month.*
Fifth Year:
$70.00 *per month.*
Room, board and laundry furnished.
At Koch Hospital, four-year range as follows: $60.00, $65.00, $70.00, $75.00.

TITLE—VISITING NURSE.
SYMBOL (PN V I).
Description of Duties of This Title.

The duties of incumbents of these positions include visiting houses in respective district; instructing the mothers in the proper care and feeding of infants; getting the mothers to bring their babies to the clinic to receive instructions from the doctor on the proper care and feeding; calling on different charity organizations for help when necessary; reporting all breaches of sanitation to the Health Division; supervision, instruction and bedside nursing to tubercular patients; making daily report to the Head Visiting Nurse of time spent and service rendered each patient.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$85.00 *per month.*
Fifth Year:
$90.00 *per month.*

GRADE II.

Various Titles Follow.

TITLE—HEAD OPERATING ROOM NURSE.
SYMBOL (PN HO II).
Description of Duties of This Title.

The duties of incumbents of these positions are to have charge of the main operating rooms and supervisor of the emergency rooms; oversee the ordering of supplies and keeping up of the division; assist and instruct new nurses in the work; make out a morning report, laundry list, requisitions and complete record of all operations; conduct each week one or two classes for the nurses on instruments, sterilization, etc.; take care of the visiting surgeon's orders, while operations are going on, and be prepared for succeeding operations; oversee the making of saline solutions.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$85.00 *per month.*
Room, board and laundry furnished.

TITLE—ASSISTANT SUPERINTENDENT OF NURSES.
SYMBOL (PN AS II).
Description of Duties of This Title.

The duties of incumbents of these positions are to look after the general welfare of the nurses in the home; supervise work of maids and porters; assist in class room instruction of the pupil nurses and assist in supervision of hospital wards.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$85.00 *per month.*
Room, board and laundry furnished.

TITLE—FIELD SUPERVISING NURSE.

SYMBOL (PN V II).

Description of Duties of This Title.

The duties of Field Supervising Nurse are to make inspections of field work of employes in Grade I; initiate new nurses; make report to Superintendent of Visiting Nurses of conditions in districts, with recommendations as to work and efficiency of field work.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$105.00 *per month.*
Fifth Year:
$110.00 *per month.*

GRADE III.

Various Titles Follow.

TITLE—SUPERVISING NURSE.

SYMBOL (PN S III).

Description of Duties of This Title.

The duties of incumbents of these positions are to make statistical reports; teach class work to practical nurses and pupil nurses; make rounds to see each patient at least twice daily; inspect work of all nurses and female employes; assign daily, weekly and monthly routine to nurses and employes.

Range of Compensation:
First Year:
$80.00 *per month.*
Second Year:
$90.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$100.00 *per month.*
Fifth Year:
$110.00 *per month.*
Room, board and laundry furnished.

GRADE IV.

TITLE—SUPERINTENDENT OF VISITING NURSES.

SYMBOL (PN V IV).

Description of Duties of This Title.

The duties of incumbents of these positions are to order supplies for clinics and office; check visiting nurses' reports; assign new cases to nurses; direct nurses' work in district and clinics; interview patients and assign them to proper clinics and hospitals; interview, employ and train new nurses; hold weekly conference with nurses; give weekly lectures to senior nurses at City Hospital; and to maintain general charge of visiting nurses' office.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

TITLE—DIETITIAN.

SYMBOL (PN D IV).

Description of Duties of This Title.

The duties of incumbents of these positions embrace the teaching of the theory of dietetics and practice of cooking to nurses; supervision of the preparation of all liquid, soft and special diets; supervision of work of Diet Kitchen Maids and of the serving of all ward meals.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*
Keep to be deducted if furnished.

GRADE V.

TITLE—SUPERINTENDENT OF NURSES.

(Ex Officio Principal of Nurses' Training School.)

SYMBOL (PN S V).

Description of Duties of This Title.

The duties of incumbents of these positions, which require the highest degree of nursing and executive ability, are to direct the entire nursing staff of the municipal hospitals, with charge of the training school for nurses.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*
Room, board and laundry furnished.

PHARMACIST GROUP.

SYMBOL (PPh).

Definition of This Group.

The term "Pharmacist Group" is applied to those offices or employments of the Professional Schedule in which incumbents are required to compound, preserve and dispense drugs according to prescriptions of medical practitioners or standard formulae.

GRADE I.

TITLE—PHARMACIST.

SYMBOL (PPh I).

Description of Duties of This Title.

The duties of incumbents of these positions are to fill prescriptions for hospital and dispensary; supply all wards with solutions, mixtures, drugs and chemicals every day; make requisition for all drugs and chemicals needed once a month; prepare stains and reagents for the hospital microscopical laboratories; charge of serum, toxins, vaccines.

Range of Compensation:
First Year:
$75.00 *per month.*
Second Year:
$85.00 *per month.*
Third Year:
$95.00 *per month.*
Fourth Year:
$95.00 *per month.*
Fifth Year:
$100.00 *per month.*
Room, board and laundry furnished.

PHYSICIAN GROUP.

SYMBOL (PP).

Definition of this Group.

The term "Physician Group" is applied to those offices or employments of the Professional Schedule in which incumbents are required to perform such services in the care and treatment of the sick, and in the investigation, reporting, prevention and correction of conditions unfavorable to the health of individuals or communities as may lawfully be performed by physicians.

GRADE I.

TITLE—JUNIOR INTERNE, SENIOR INTERNE.

SYMBOL (PP I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to perform such services as may be required in the routine medical or surgical care and treatment of hospital patients or institutional inmates, under direction of physicians of higher grade or of the Visiting Staff.

Range of Compensation:
First Year (Junior Interne):
$25.00 *per month.*
Second Yr. (Senior Interne):
$75.00 *per month.*
Room, board and laundry furnished.

GRADE II.

Various Titles Follow.

TITLE—DIAGNOSTICIAN.

SYMBOL (PP D II).

Description of Duties of This Title.

The duties of diagnosticians are to exercise independent judgment in and be responsible for the diagnosis of communicable diseases in the Division of Health, or to investigate, diagnose, report, prevent, or correct diseases or conditions unfavorable to the health of individuals or communities.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$120.00 *per month.*
Fourth Year:
$120.00 *per month.*
Fifth Year:
$125.00 *per month.*

TITLE—DISPENSARY PHYSICIAN.

SYMBOL (PP Dis II).

Description of Duties of This Title.

The duties of incumbents of these positions include medical and surgical treatment of sick and injured poor and all other emergency cases, keeping record of same; overseeing transportation of treated cases to home, hospital, etc.; investigate cases which may be held for insanity or observation thereof; diagnose, treat and dispose of all tubercular or suspected tubercular patients who apply.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$120.00 *per month.*
Fourth Year:
$120.00 *per month.*
Fifth Year:
$125.00 *per month.*

TITLE—INSTITUTIONAL PHYSICIAN.

SYMBOL (PP I II).

Description of Duties of This Title.

The duties of this position are to give medical care and treatment to the sick or injured inmates of the institution to which they may be assigned. The incumbents of these positions are subject to call at any time they may be needed.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$120.00 *per month.*
Fourth Year:
$120.00 *per month.*
Fifth Year:
$125.00 *per month.*

GRADE III.

Various Titles Follow.

Description of the Duties of This Grade.

SYMBOL (PP III).

The duties of physicians classified in this grade involve either supervision of a number of physicians and nurses or the exercise of independent judgment in passing on the diagnosis of communicable diseases in the Division of Health.

TITLE—RESIDENT PHYSICIAN.

SYMBOL (PP H III).

Description of Duties of This Title.

The duties of House Physicians of this Grade are to be responsible for the medical care and treatment of patients in the City Hospital or other institutions, subject to the direction of the Visiting Staff.

Range of Compensation:
First Year:
$150.00 *per month.*
Second Year:
$160.00 *per month.*
Third Year:
$170.00 *per month.*
Fourth Year:
$170.00 *per month.*
Fifth Year:
$175.00 *per month.*
Board, room and laundry furnished.

TITLE—RESIDENT ALIENIST.

SYMBOL (PP A III).

Description of Duties of This Title.

The duties of Physicians of this Grade and Title are to supervise and be responsible for the care and observation of patients in the observation ward and determine the question of sanity of such patients prior to their commitment to the Sanitarium.

Range of Compensation:
First Year:
$150.00 *per month.*
Second Year:
$160.00 *per month.*
Third Year:
$170.00 *per month.*
Fourth Year:
$170.00 *per month.*
Fifth Year:
$175.00 *per month.*
Board, room and laundry furnished.

TITLE—RESIDENT SURGEON.

SYMBOL (PP S III).

Description of Duties of This Title.

The duties of Physicians of this Grade and Title are to supervise and be responsible for the care and treatment of surgical cases in the City Hospital under direction of the Visiting Staff.

Range of Compensation:
First Year:
$150.00 *per month.*
Second Year:
$160.00 *per month.*
Third Year:
$170.00 *per month.*
Fourth Year:
$170.00 *per month.*
Fifth Year:
$175.00 *per month.*
Board, room and laundry furnished.

TITLE—ROENTGENOLOGIST.

SYMBOL (PP R III).

Description of Duties of This Title.

The duties of roentgenologist are to supervise and direct the taking, preparation and interpretation of X-Ray photographs in a hospital.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2040.00 *per annum.*
Fifth Year:
$2100.00 *per annum.*
Room, board and laundry furnished.

TITLE—ASSISTANT CHIEF DIAGNOSTICIAN.

SYMBOL (PP D III).

Description of Duties of This Title.

The duties of incumbents of these positions include keeping records of the section; assigning work of the Grade I Diagnosticians; enforcing ordinances pertaining to the section; vaccinating and administering serums; diagnosis of contagious and infectious diseases.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2040.00 *per annum.*
Fifth Year:
$2100.00 *per annum.*

GRADE IV.

Various Titles Follow.

Description of the Duties of This Grade.

SYMBOL (PP IV).

The duties of incumbents of this Grade include general supervision of a small institution where the head of the institution is required to be a physician, or general supervision of a group of physicians or nurses engaged in passing on questions of whether ordinances regulating the protection of the public from epidemics shall be enforced against individuals who have been reported, complained of or have come under the charge of the Municipality in any way.

TITLE—CHIEF DISPENSARY PHYSICIAN.

SYMBOL (PP CD IV).

Description of Duties of This Title.

The duties of incumbents of these positions include general supervision and management of the dispensary office, central and branch dispensaries, and the pharmacy and ambulance service connected therewith.

Range of Compensation:
First Year:
$2400.00 *per annum.*
Second Year:
$2520.00 *per annum.*
Third Year:
$2640.00 *per annum.*
Fourth Year:
$2760.00 *per annum.*
Fifth Year:
$2880.00 *per annum.*

TITLE—RESIDENT PHYSICIAN.

(May also be Superintendent.)

SYMBOL (PP Res IV).

Description of Duties of This Title.

The duties of incumbents of these positions include general supervision over all nurses, doctors, employes and patients of a hospital; supervision of the nursing of medical and surgical patients; see that infectious cases are properly isolated and reported; see that proper supplies and equipment are on hand. This title embraces the Superintendents of Koch Hospital and Isolation Hospital and the Assistant Superintendents of City Sanitarium.

Range of Compensation:
First Year:
$2100.00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2340.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*
Room, board and laundry furnished, Superintendent to have residence and keep for self and family.

TITLE—CHIEF DIAGNOSTICIAN.

SYMBOL (PP D IV).

Description of Duties of This Title.

The duties of incumbents of these positions are to keep records of the division; supervise work of lower grades; pass on all smallpox cases; enforce contagious disease ordinances; supervise all vaccinations; order removal of persons who are a menace to the community; examine all persons going to penal institutions; examine all children going to orphan homes; investigate all medical complaints referred by Health Commissioner; terminate all cases of infection reported.

Range of Compensation:
First Year:
$2400.00 *per annum.*
Second Year:
$2520.00 *per annum.*
Third Year:
$2640.00 *per annum.*
Fourth Year:
$2760.00 *per annum.*
Fifth Year:
$2880.00 *per annum.*

GRADE V.

TITLE—SUPERINTENDENT AND RESIDENT PHYSICIAN OF THE CITY SANITARIUM.

SYMBOL (PP Res V).

Description of the Duties of This Grade.

The duties of incumbents of this position include general supervision of all matters both professional and managerial of the City Sanitarium, embracing assignment of professional and lay employes, direction of treatment and care of inmates, and charge of property and supplies.

Range of Compensation:
First Year:
$2520.00 *per annum.*
Second Year:
$2640.00 *per annum.*
Third Year:
$2760.00 *per annum.*
Fourth Year:
$2880.00 *per annum.*
Fifth Year:
$3000.00 *per annum.*
Residence and keep furnished for self and family.

VETERINARIAN GROUP.

SYMBOL (PV).

Definition of This Group.

The term "Veterinarian Group" is applied to those offices or employments of the Professional Schedule, in which incumbents are required to perform such services in the investigation, prevention and treatment of diseases of animals and in the preparation of animal serums, antitoxins and vaccines as may lawfully be performed by veterinarians.

GRADE I.

TITLE—VETERINARIAN.

SYMBOL (PV I).

Description of the Duties of This Grade.

This Grade includes positions requiring incumbents with a technical knowledge of veterinary science and medicine, but limited in application to the care of animals of a division or department of the City service.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2040.00 *per annum.*
Fifth Year:
$2100.00 *per annum.*

SUB-PROFESSIONAL SCHEDULE.

SYMBOL (S-P).

(Rule II, Sec. 4h.)

Definition of This Schedule.

The term "Sub-Professional Schedule is applied to those offices or employments the duties of whose incumbents are to perform technical work subordinate or preparatory to work outlined in the various groups of the Professional Schedule.

DRAFTSMAN GROUP.

SYMBOL (S-PD).

Definition of This Group.

The term "Draftsman Group" in this schedule, is applied to those offices or employments in which incumbents are required to perform drafting work of a routine nature not requiring technical professional education and training.

GRADE I.

TITLE—DRAFTSMAN.

SYMBOL (S-PD I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to perform, under supervision, routine drafting work not requiring professional training or experience, such as tracing plans, sketches, charts and maps; making pencil and ink drawings from sketches; comparing tracings and drawings; lettering plans, charts and drawings; drawing charts; making miscellaneous computations.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

TITLE—BLUE PRINT OPERATOR.

SYMBOL (S-PD O I).

Description of Duties of This Title.

The duties of incumbents of these positions are to operate the blue print machine and make blue prints from tracings for the engineering department and perform such other duties as may be assigned.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

GRADE II.

TITLE—DRAFTSMAN.

SYMBOL (S-PD II).

Description of Duties of This Grade.

The duties of draftsman, Grade II, which require some degree of technical skill but not necessarily a technical education, are to supervise and be responsible for a group of employes in Grade I, or to perform specialized drafting work, such as preparing general working drawings or maps; plotting notes; making computations and compiling data.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$100.00 *per month.*
Fifth Year:
$105.00 *per month.*

TITLE—HOUSE NUMBERER.

SYMBOL (S-PD H 11).

Description of Duties of This Title.

The duties of incumbents of these positions are to make field investigations necessary for the city house numbering system, question all applicants for permits for the erection of all structures in the city prior to submission of plans for same, make simple sketches of location of buildings on the property and assign the proper house number to such property.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$100.00 *per month.*
Fifth Year:
$105.00 *per month.*

GRADE III.

TITLE—DRAFTSMAN.

SYMBOL (S-PD III).

Description of Duties of this Grade.

The duties of draftsman, Grade III, are the construction of plats for the improvement of streets, alleys and sewers; computing frontages and areas for said plats; checking plats and computations made by other draftsmen; supervising the posting of subdivisions, private surveys, street and alley openings and vocations in the plat books; revising plat books of special tax section and occasionally write tax bills when necessary to facilitate the issuance of same.

Range of Compensation:
First Year:
$115.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$125.00 *per month.*
Fourth Year:
$125.00 *per month.*
Fifth Year:
$130.00 *per month.*

TITLE—CHIEF HOUSE NUMBERER.

SYMBOL (S-PD H III).

Description of Duties of This Title.

The duties of House Numberer, Grade III, are to direct employes of Grade II in field investigations necessary in the maintenance of the city numbering system, keep proper record of same, make simple sketches of the location of buildings on the property and assign proper house number to such property.

Range of Compensation:
First Year:
$115.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$125.00 *per month.*
Fourth Year:
$125.00 *per month.*
Fifth Year:
$130.00 *per month.*

ENGINEERING ASSISTANT GROUP.

SYMBOL (S-PE).

Definition of This Group.

The term "Engineering Assistant Group" is applied to those offices or employments of the Sub-Professional, Schedule in which incumbents are required to perform work incident or subordinate to the practice of engineering which involves the use of surveying or other engineering instruments and mathematical tables, but which does not require professional training or experience in engineering.

GRADE I.

Various Titles Follow.

SYMBOL (S-PE I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to perform routine work in the use of or assisting others in the use of various measuring instruments and gathering data to serve as a basis for engineering computations, assisting professional engineers.

TITLE—RODMAN.

SYMBOL (S-PE R I).

Description of Duties of This Title.

The duties of incumbents of these positions are to drive stakes at given points, measuring distances, holding the rod to determine elevations in surveys, records, angles, distances and elevations; holding the rod at different points.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

GRADE II.

TITLE—Various Titles Below.

SYMBOL S-PE II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to perform routine work requiring the use of surveying or other engineering instruments and mathematical tables, but not requiring professional training and experience in engineering, such as holding rod; running tape; checking readings on transit; caring for instruments, tapes, etc.; operating or assisting in operating other engineering instruments; checking field notes; performing minor inspectional work; making miscellaneous computations; preparing data in connection with engineering work.

TITLE—INSTRUMENT MAN.

SYMBOL (S-PE I II).

Description of Duties of This Title.

The duties of incumbents of these positions include assisting in field work of surveying crew, such as holding rod, running tape, checking readings on transit, caring for instruments, use of transit and assisting engineers in field notes.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$100.00 *per month.*
Fifth Year:
$105.00 *per month.*

TITLE—PITOMETER INSTRUMENT MAN.

SYMBOL (S-PE P II).

Description of Duties of This Title.

The duties of incumbents of these positions are to assist the engineer in charge of pitometer surveys for the determination of leaks and flow conditions through distribution mains, and pressure surveys for the determination of districts affected by poor pressure; to act as special investigator for complaints in shortage of water or poor pressure conditions; to act as helper in office upon engineering data.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$100.00 *per month.*
Fifth Year:
$105.00 *per month.*

TITLE—GAUGE READER.

SYMBOL (S-PE G II).

Description of Duties of This Title.

The duties of incumbents of these positions are to take readings of rainfall by recording gauges; take readings of height and velocity of storm water in sewers; responsible for records and instruments in charge.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$100.00 *per month.*
Fifth Year:
$105.00 *per month.*

TITLE—BORING SAMPLER.

SYMBOL (S-PE B II).

Description of Duties of This Title.

The duties of incumbents of these positions are to see that the proper depth is attained by the men employed in testing soil on the route of proposed sewers and take samples of soil by boring; keep a correct location of the test and the correct account of the samples and return same to the Superintendent of the Sewer Division for the future use of the Board of Public Service; also keep time of boring gang.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$100.00 *per month.*
Fifth Year:
$105.00 *per month.*

GRADE III.

TITLE—SURVEYOR.

SYMBOL (S-PE S III).

Description of Duties of This Title.

The duties of incumbents of these positions are to have charge of survey party and responsibility for the collection of data in preparation for street, alley, sewer or similar public improvements; may have charge of construction work on the job to enforce specification requirements.

Range of Compensation:
First Year:
$115.00 *per month.*
Second Year:
$125.00 *per month.*
Third Year:
$135.00 *per month.*
Fourth Year:
$145.00 *per month.*

FILTER GROUP.

SYMBOL (S-P Fil).

Definition of this Group.

The term "Filter Group" is applied to those employments of the Sub-Professional Schedule in which incumbents are required to be responsible during an eight-hour shift for the operation and maintenance of the water filtration plant.

GRADE I.

TITLE—FOREMAN, FILTRATION PLANT.

SYMBOL (S-P Fil. I).

Description of Duties of This Grade.

The duties of incumbents of these positions include charge of the operation and maintenance of the filter plant while on watch, determining the amount of water to be filtered; seeing that instructions as to the operation of the plant are carried out; direction of work of filter operators and attendants; testing the filtration; compiling statistical monthly, annual and special reports on operation of plant.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

GRADE II.

TITLE—SUPERINTENDENT FILTRATION PLANT.

SYMBOL (S-P Fil. II).

Description of Duties of This Grade.

The duties of incumbents of this position are to be responsible for the operation and maintenance of the filter plant; see that the repair and maintenance work is properly done; prepare monthly reports and annual report covering the entire work of the year.

Range of Compensation:
First Year:
$1920.00 *per annum.*
Second Year:
$2040.00 *per annum.*
Third Year:
$2160.00 *per annum.*
Fourth Year:
$2160.00 *per annum.*
Fifth Year:
$2280.00 *per annum.*

FORESTER GROUP.

SYMBOL (S-PF).

Definition of This Group.

The term "Forester Group" is applied to those offices or employments of the Sub-Professional Schedule, in which incumbents are required to perform work not requiring professional training or experience in the planting, cultivation and care of trees, shrubs and plants in public parks, streets and nurseries, and involving direction and inspection of the work of laborers and other employes.

GRADE I.

TITLE—INSPECTOR, FORESTRY.

SYMBOL (S-PF I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to direct and inspect the work of groups of laborers or other employes engaged in the planting, cultivation and care of trees, shrubs and plants in public parks, streets and nurseries, or to take charge of and be responsible for the care of trees in an assigned section.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

LABORATORY ASSISTANT GROUP.

SYMBOL (S-PLab.)

Definition of This Group.

The term "Laboratory Assistant Group" is applied to those offices or employments of the Sub-Professional Schedule in which incumbents are required to assist professional laboratory workers in the collection and examination of material in physical tests, or other laboratory work.

GRADE I.

TITLE—Various Titles Below.

SYMBOL (S-PLab. I)

Description of Duties of This Grade.

The duties of incumbents of these positions are to assist professional laboratory workers in the collection and examination of specimens, the preparation of media in physical or chemical tests of samples or supplies or in other laboratory work.

TITLE—CHEMIST'S HELPER.

SYMBOL (S-PLab. C I).

Description of Duties of This Title.

The duties of incumbents of these positions are to assist in the testing of materials, such as paints, oils, creosote, pitch, asphalt, metals, etc., chiefly by chemical methods.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

TITLE—PHYSICIST'S HELPER.

SYMBOL (S-PLab P I).

Description of Duties of This Title.

The duties of incumbents of these positions are to procure samples, help in making tests, help in inspections at factories, make reports on materials on hand; may include the inspection of materials and processes at factories to insure compliance with specifications.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

TITLE—PHOTOGRAPHER ASSISTANT.

SYMBOL (S-PLab. Ph I).

Description of Duties of This Title.

The duties of incumbents of these positions are to help in taking and completing by chemical development all photographs, such as are required by the several departments of the Municipal Government, such as construction of streets and sewers, viaducts, buildings, all during construction and on completion; enlargements, reductions, copying, lantern slides, record copy, etc.; keep a record of all negatives and pictures.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

TITLE—ROENTGENOLOGIST'S HELPER.

SYMBOL (S-P Lab R I).

Description of Duties of This Title.

The duties of incumbents of these positions are to work under the direction of and assist the Roentgenologist in the taking of X-Ray pictures; to develop exposed plates, make prints and perform such other related work as may be required.

Range of Compensation:
First Year:
$50.00 *per month.*
Second Year:
$60.00 *per month.*
Third Year:
$70.00 *per month.*
Fourth Year:
$75.00 *per month.*
Board, room and laundry furnished.

TITLE—LABORATORY ASSISTANT, BACTERIOLOGICAL.

SYMBOL (S-PLab. B I).

Description of Duties of This Title.

The duties of incumbents of these positions include preparation of media for bacteriological work; make smear of sputum and cultures for examination; assist in preparation of material for Wasserman test; assist in making cultures.

Range of Compensation:
First Year:
$55.00 *per month.*
Second Year:
$60.00 *per month.*
Third Year:
$65.00 *per month.*

GRADE II.

TITLE—Various Titles Below.

SYMBOL (S-PLab. II).

Description of Duties of This Grade.

The duties of incumbents of these positions are the performance of independent work of a semi-professional nature requiring special or general laboratory experience, but not technical education or experience, the incumbents having served in Grade I or its equivalent until proficient in certain form of laboratory tests or processes.

TITLE—CHEMIST'S HELPER.

SYMBOL (S-PLab C II).

Description of Duties of This Title.

The duties of incumbents of these positions are to perform minor chemical and physical tests, apply routine procedure in the analysis of specimens and collecting data required by the chemists under direction.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

TITLE—PHYSICIST'S HELPER.

SYMBOL (S-PLab P II).

Description of Duties of This Title.

The duties of employes of this title are to perform routine physical tests of the laboratory; test coal, oil, asphalt, pitch, concrete, tensil and cold bend tests of reinforcement bars; may include some inspection of materials and processes at factories to procure compliance with specifications.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

GRADE III.

TITLE—PHOTOGRAPHER.

SYMBOL (S-PLab Ph III).

Description of Duties of This Title.

The duties of incumbents of these positions include taking and finishing complete photographs of all work, such as viaducts, buildings, streets or sewers, during construction and on completion for the several departments of Municipal Government; all places where accidents occur, making measurements and hunting up evidence to be used in case of a suit for damages against the city. All accident photographs are taken as soon as possible after the same occurred, either day or night (without artificial lighting).

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$115.00 *per month.*
Fourth Year:
$120.00 *per month.*
Fifth Year:
$125.00 *per month.*

PUPIL NURSE GROUP.

SYMBOL (S-PN).

Definition of This Group.

The term "Pupil Nurse Group" is applied to those offices or employments of the Sub-Professional Schedule in which incumbents are required to receive such instruction and to perform under direction such general apprentice work in the care and treatment of hospital patients as are part of the regular course of training leading to the position of graduate nurse.

GRADE I.

TITLE—PUPIL NURSE, FIRST YEAR.

SYMBOL (S-PN I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to receive such instruction and to perform under supervision such general apprentice work in the care and treatment of hospital patients as are part of the regular course of training leading to the position of graduate nurse, such as waiting on patients, giving prescribed medicines, serving special diets, assisting physicians in preparing patients for examinations and operation, performing other similar duties under the direction of the nurse in charge.

Rate of Compensation:
$9.00 *per month.*
Text books, room, board and laundry furnished.

GRADE II.

TITLE—PUPIL NURSE, SECOND YEAR.

SYMBOL (S-PN II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to assist in the general care of patients under the direction of the head nurse; small amount of clerical record work.

Rate of Compensation:
$12.00 *per month.*
Text books, room, board and laundry furnished.

GRADE III.

TITLE—PUPIL NURSE, THIRD YEAR.

SYMBOL (S-PN III).

Description of Duties of This Grade.

The duties of incumbents of these positions are the general care of patients, including administering of medicines, keeping complete record of patient's condition, drugs administered, etc.

Rate of Compensation:
$15.00 *per month.*
Text books, room, board and laundry furnished.

SKILLED TRADES SCHEDULE.

SYMBOL (T).

(Rule II, Section 4. i.)

Definition of This Schedule.

The term "Skilled Trades Schedule" is applied to those offices or employments, the duties of whose incumbents are to perform manual work requiring skill and experience in a recognized trade or handicraft, or to direct the performance of such work.

NOTE—No provision is made in these specifications for apprentices. Provision is made for positions as helpers to journeymen under the groups of Branch B. Unskilled Labor Schedule.

BUILDING TRADES GROUP.

SYMBOL (TB).

Definition of This Group.

The term "Building Trades Group" is applied to those employments of the Skilled Trades Schedule in which incumbents are required to perform duties pertaining to the bricklaying, marble-setting, plastering, stone-cutting and stone-mason, and cement finishing trades.

GRADE I.

Various Titles Follow.

TITLE—BRICKLAYER.

Rate of Compensation: 85 *cents per hour.*

SYMBOL (TB B I).

Description of Duties of This Title.

The duties of bricklayers are to lay bricks to line and grade upon any structure or form of work; to do fireproofing, block arching, terra cotta cutting and setting; to lay and cut tile, plaster, mineral wool and cork blocks or any substitute therefor; to cut, rub and grind brick; to set cut stone trimmings of brick buildings; to perform such other work as may properly be required of bricklayers.

TITLE—SEWER BRICKLAYER.

Rate of Compensation: $1.00 *per hour.*

SYMBOL (TB SR I).

Description of Duties of This Title.

The duties of sewer repair men, which involve direction of laborers, excavating and sheathing of trench and back fill, are to lay rubble masonry, concrete foundations and new brick masonry; to relay and patch old brick work; to set and reset basin heads, manhole heads, vitrified pipe, sewers and culverts; to adjust masonry in resetting manhole heads to grade and make such reports as may be required.

TITLE—CEMENT FINISHER AND FORM SETTER.

Rate of Compensation: 75 *cents per hour.*

SYMBOL (TB C I).

Description of Duties of This Title.

The duties of cement finishers are to lay out grade and lay cement floors, pavements and sidewalks; to perform such other work as may properly be required of cement finishers and concrete form setters other than concreters and concrete blockmen, who are classified as Concreters (UB C).

TITLE—PLASTERER.

Rate of Compensation: 87½ *cents per hour.*

SYMBOL (TB P I).

Description of Duties of This Title.

The duties of plasterers are to do interior or exterior plastering, plain or ornamental, with stucco, cement and lime mortars or patent materials; to do artificial marble work and composition work in all its branches; to cover walls, ceilings, piers, columns or any part of a construction with any plastic material in the usual methods of plastering; to perform such other work as may properly be required of plasterers.

TITLE—STONE-CUTTER.

Rate of Compensation: 70 *cents per hour.*

SYMBOL (TB StC I).

Description of Duties of This Title.

The duties of stone-cutters are to cut, dress, joint and set granite, limestone or other hard stone for curbs, sills, walls, steps, arches, lintels, building blocks, and to perform other repair or new work, including street work, and rock faced ashlar; to do polishing, to make up, sharpen or dress tools by hand or machine; to perform such other work as may properly be required of stone-cutters.

TITLE—STONE-MASON.

Rate of Compensation: 70 *cents per hour.*

SYMBOL (TB St I).

Description of Duties of This Title.

The duties of stone-masons are to lay rubble work with or without mortar; to set cut stone, marble, slate or manufactured stone; to cut shoddies or roughly dressed ashlar; to dress jambs, corner stones and ringstones; to clean and point stone work; to cut, set and point cement blocks or artificial stone; to do repair work; to perform such other work as may properly be required of stone-masons.

GRADE II.

TITLE—BRICKLAYER FOREMAN.

SYMBOL (TB B II).

Rate of Compensation: 95 *cents per hour.*

Description of Duties of This Title.

The duties of bricklayer foremen are to direct and be responsible for the work of employes in Grade I, and to perform duties of Grade I when required.

TITLE—CEMENT FINISHER AND FORM SETTER FOREMAN.

SYMBOL (TB C II).

Rate of Compensation: 80 *cents per hour.*

Description of Duties of This Grade.

The duties of incumbents of this position are to direct and be responsible for the work of employes in Grade I, and to perform duties of Grade I when required.

TITLE—PLASTERER FOREMAN.

SYMBOL (TB P II).

Rate of Compensation: $1.00 *per hour.*

Description of Duties of This Title.

The duties of plasterer foreman are to direct and be responsible for the work of employes in Grade I, and to perform duties of Grade I when required.

TITLE—STONE CUTTER FOREMAN.

SYMBOL (TB StC II).

Rate of Compensation: 75 *cents per hour.*

Description of Duties of This Grade.

The duties of incumbents of these positions are to direct and be responsible for the work of employes in Grade 1 and of helpers, and to perform the work of journeymen when required.

TITLE—STONE MASON FOREMAN.

SYMBOL (TB St II).

Rate of Compensation: 75 *cents per hour.*

Description of Duties of This Grade.

The duties of incumbents of these positions are to direct and be responsible for the work of employes in Grade I and of helpers, and to perform the work of journeymen when required.

CULINARY WORKER GROUP.

SYMBOL (TC).

Definition of This Group.

The term "Culinary Worker Group" is applied to those offices or employments of the Skilled Trades Schedule in which incumbents are required to prepare or to direct the preparation of foods for inmates and employes in city institutions, and to perform other duties involved in the work of kitchens, bakeshops or butcher shops.

GRADE I.

TITLE—BAKER.

SYMBOL (TC B I).

Description of Duties of This Title.

The duties of bakers, which may or may not involve charge of inmates, helpers, and other employes, are to mix, work and prepare dough for baking, to attend one or more ovens, and to perform such other duties as may properly be assigned to a baker.

Rate of Compensation:
$19.00 *per week*
Room, board and laundry furnished.

TITLE—BUTCHER.

SYMBOL (TC Bu I).

Description of Duties of This Title.

The duties of butchers, which may or may not involve charge of inmates, helpers, or other employes, are to weigh and inspect and receipt for meat received; to cut up upon requisition all sides, quarters, and other cuts of meat; and to assist in cleaning and maintaining premises where meat is kept.

Rate of Compensation:
$85.00 *per month.*
Room, board and laundry furnished.

TITLE—COOK, SECOND ASSISTANT.

SYMBOL (TC C I).

Description of Duties of This Title.

The duties of incumbents of these positions are to assist in any kitchen, in the preparing and cooking of food; to see to the cleanliness of the kitchen or section thereof assigned, under direction of the Chief Cook.

Rate of Compensation:
$60.00 *per month.*
Room, board and laundry furnished.

GRADE II.

TITLE—COOK, FIRST ASSISTANT.

SYMBOL (TC C II).

Rate of Compensation:
$65.00 per month.
Room, board and laundry furnished.

Description of Duties of This Title.

The duties of incumbents of these positions are to assist in any kitchen, in the preparing and cooking of food; to assume responsibility for the cleanliness and economical operation of the kitchen, or section thereof assigned, under direction of the Chief Cook.

GRADE III.

TITLE—CHIEF COOK.

SYMBOL (TC C III).

Rate of Compensation:
$75.00 per month.
Room, board and laundry furnished.

Description of Duties of This Title.

The duties of Chief Cooks, which may or may not involve charge of inmates, helpers or other employes, are to requisition and receipt for all necessary kitchen supplies, either independently or under the direction of a dietitian; to prepare for immediate or future table use all varieties of foods and beverages; and to direct, in kitchens, pantries and supply rooms, the performance of all cooking operations and routine kitchen work.

DIVER GROUP.

SYMBOL (TD).

Definition of This Group.

The term "Diver Group" is applied to those employments of the Skilled Trades Schedule in which incumbents are required to perform or to assist in the performance of submarine investigation or other work requiring the use of a diver's equipment.

GRADE I.

TITLE—DIVER.

Rate of Compensation: $10.00 *per day.*

SYMBOL (TD I).

Description of Duties of This Grade.

The duties of incumbents of this position, which are performed under the direction of engineers, are to explore or gather objects under water; to handle a suction pump for removing debris; to arrange explosives for blasting; to place materials for foundations; to perform such other work as may properly be required of divers.

ELECTRICAL WORKERS' GROUP.

SYMBOL (TEl).

Definition of this Group.

The term "Electrical Workers' Group" is applied to those employments of the Skilled Trades Schedule in which incumbents are required to perform duties in the installation, operation and repair of electrical equipment, not requiring professional technical education.

GRADE I.

TITLE—CABLE JOINTER.

Rate of Compensation: 55 *cents per hour.*

SYMBOL (TEl C I).

Description of Duties of this Title.

The duties of incumbents of these positions are to splice cable; locate trouble and repair all broken cables underground; in the aerial district repair terminal boxes; and install fire and police pedestals.

Various Titles Below.

Rate of Compensation:
75 cents per hour.

TITLE—WIREMAN.

SYMBOL (TEl W I).

Description of Duties of This Title.

The duties of electrician are to install electric appliances; to set and repair meters; to install and repair motors, dynamos, switchboards, electric fans and other electrical fixtures; to assemble and repair electrical machines and to perform such other electrical work as may be required.

TITLE—ELECTRICAL MAINTENANCE MAN

Rate of Compensation:
60 cents per hour.
If subject to call when off watch, $150.00 *per month.*

SYMBOL (TEl WM I).

Description of Duties of This Title.

The duties of incumbents of these positions are to maintain and repair motors, generators, and other electrical apparatus of all kinds already installed.

TITLE—TELEPHONE LINEMAN.

Rate of Compensation:
50 cents per hour.
If subject to call when off watch, $110.00 *per month.*

SYMBOL (TEl L I).

Description of Duties of This Title.

The duties of this position are to erect, climb and remove poles; run wires and cables over head and underground; maintenance and repair work; replacing cross-arms; work with trouble-man clearing up circuits.

TITLE—TROUBLEMAN, TELEPHONE.

SYMBOL (TEl T I).

Description of Duties of This Title.

The duties of incumbents of these positions are to take part in the installation, maintenance and repair of telephone wires overhead, when necessary, and find and clear up troubles in wiring and instruments of the municipal telephone system.

Rate of Compensation:
50 *cents per hour.*
If subject to call when off watch, $110.00 *per month.*

GRADE II.

TITLE—SWITCHBOARD TROUBLEMAN.

SYMBOL (TEl ST II).

Description of Duties of This Title.

The duties of incumbents of these positions are to take care of particularly difficult troubles involved in the assembling and repairing of municipal telephone switchboard, to dismantle, and reassemble, when necessary, switchboards and instruments.

Rate of Compensation:
60 *cents per hour.*

TITLE—WIREMAN FOREMAN.

SYMBOL (TEl W II).

Description of Duties of This Title.

The duties of foremen electricians, which involve direction of the work of employes in Grade I, are to be responsible for the proper installation, maintenance and repair of electrical appliances, machinery, wires and equipment, and to perform the duties of Grade I when required.

Rate of Compensation:
84¼ *cents per hour.*

TITLE—TELEPHONE LINEMAN FOREMAN.

Rate of Compensation:
56¼ cents per hour.

SYMBOL (TEl L II).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and be responsible for work of employes in Grade I in the construction and reconstruction of telephone and telegraph lines overhead or underground; in setting and removal of poles and fire alarm and police call boxes; to be responsible for requisition of and accounting for materials used and care of machinery, tools and equipment.

GRADE III.

TITLE—CHIEF OF AERIAL CONSTRUCTION.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.0 *per month.*

SYMBOL (TEL A III).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct aerial construction work and have charge of all employes and work on line construction, including setting poles, stringing wire, erecting fire and police boxes, requisitioning and accounting for all materials used.

TITLE—CHIEF OF UNDERGROUND CONSTRUCTION.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$145.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

SYMBOL (TEl U III).

Description of Duties of This Title.

The duties of this position are to direct the installation of cables; draw out old cables; test repairs of broken cables; inspect terminal and cable heads at stations; direct installation of telephone switchboard in the police department and eleemosynary institutions; install fire alarm apparatus in engine houses; install lateral pipe to fire alarm boxes and police box pedestals; direct the assembling and repairing of municipal telephones.

OPERATING ENGINEER GROUP.

SYMBOL (TEn).

Definition of This Group.

The term "Operating Engineer Group" is applied to those employments of the Skilled Trades Schedule in which incumbents are required to operate and repair all machinery used in the production of steam power for light, heat and power for buildings, power for steam rollers, locomotives, cranes, hoisting, pile driving and excavating apparatus, pumping and auxiliary machines, and marine engines, or to direct such production.

GRADE I.

TITLE—HEATING AND VENTILATION ENGINEER.

Rate of Compensation:
$150.00 *per month.*

SYMBOL (TEn V I).

Description of Duties of This Title.

The duties of this position, which involve charge of firemen, shop maintenance men, oilers, etc., are to operate and repair boilers, engines or other equipment used in the lighting, heating, ventilating, refrigeration and elevator service of a building or institution.

TITLE—HOISTING AND PORTABLE ENGINEER.

Rate of Compensation:
87½ *cents per hour* (1 *drum*).
$1.00 *per hour* (2 *drums*).

SYMBOL (TEn H I).

Description of Duties of This Title.

The duties of this position are to operate and repair engines, boilers and pumps used in pile driving, clam-shell or orange-peel buckets, steam shovel, hoisting, or other machinery, and to operate boilers with drill or hoisting attachment.

TITLE—LOCOMOTIVE ENGINEER.

SYMBOL (TEn L I).

Description of Duties of This Title.

The duties of locomotive engineers, involving charge of firemen and engine hostlers, are to run a locomotive engine in drawing freight, switching cars, and in such other ways as a locomotive may be used; keep the engine in first-class shape.

Rate of Compensation:
$5.00 *per day.*

TITLE—MARINE ENGINEER.

SYMBOL (TEn M I).

Description of Duties of This Title.

The duties of incumbents of these positions are to assist the chief marine engineer in taking charge of the engineering department of steamboats requiring this position, including the operation of engineering equipment, the charge of firemen and oilers, the care of and the making of minor and emergency repairs on all machinery and the preservation of general good order and cleanliness.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$100.00 *per month.*
Fifth Year:
$105.00 *per month.*

TITLE—PUMPING STATION ENGINEER.

SYMBOL (TEn P I).

Description of Duties of This Title.

The duties of these positions, which involve charge of firemen, shop maintenance men, oilers, etc., are to direct the operation of boilers and operate the highest type of modern compound condensing engines, pumping machinery and auxiliary machines, and direct repairs and maintenance work.

Rate of Compensation:
$150.00 *per month.*

TITLE—STATIONARY ENGINEER.

SYMBOL (TEn S I).

Description of Duties of This Title.

The duties of these positions are to operate and repair boilers, engines or other equipment used in the smallest plants not involving lighting, ventilating, refrigeration and elevator service of a building or compound condensing engines and pumping machinery.

Rate of Compensation:
$[illegible] per month.

TITLE—STEAM ROLLER ENGINEER.

SYMBOL (TEn R I).

Description of Duties of This Title.

The duties of steam roller engineer involve the operation of a traction engine or steam roller during the summer season, and general service as assigned; winter season, in the overhauling and repair of steam road rollers, traction engines or portable asphalt paving plants equipment.

Rate of Compensation:
$125.00 *per month.*

GRADE II.

TITLE—ASSISTANT CHIEF ENGINEER.

SYMBOL (TEn P II)

or (TEn V II).

Description of Duties of This Grade.

The duties of incumbents of these positions, which involve charge of engineers, firemen, stokers, artisans, helpers and other employes, are to direct and be responsible for the operation and maintenance of the plant to which they may be assigned during one shift or such other time as assigned.

Range of Compensation:
First Year:
$150.00 *per month.*
Second Year:
$160.00 *per month.*
Third Year:
$170.00 *per month.*

TITLE—CHIEF MARINE ENGINEER.

SYMBOL (TEn M II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to take charge of and assume entire responsibility for the engineer department of a steamboat, including the operation of engineering equipment, the direction of employes in Grade I, and the care of and the making of minor and emergency repairs on all machinery and the preservation of general good order and cleanliness.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$120.00 *per month.*
Fourth Year:
$120.00 *per month.*
Fifth Year:
$125.00 *per month.*

Various Titles Follow.

GRADE III.

TITLE—ENGINEER-IN-CHARGE.

(Heating and Ventilating Plants.)

SYMBOL (TEn V III).

Description of Duties of This Grade.

The duties of incumbents of these positions, which involve charge of engineers in Grade I, and of firemen, stokers, artisans, helpers and other employes, and which may involve one shift or a whole plant, are to direct and be responsible for the operation and maintenance of boilers, engines and other equipment used in the lighting, heating, ventilating, refrigeration, sewage and elevator service of a building or institution.

Range of Compensation:
First Year:
$175.00 *per month.*
Second Year:
$185.00 *per month.*
Third Year:
$195.00 *per month.*
Fourth Year:
$195.00 *per month.*
Fifth Year:
$200.00 *per month.*

TITLE—ENGINEER-IN-CHARGE.

(Pumping Station.)

SYMBOL (TEn P III).

Description of Duties of This Grade.

The duties of incumbents of these positions, which involve charge of engineers in Grade I, and of firemen, stokers, artisans, helpers and other employes, and which may involve one shift or a whole plant, are to direct and be responsible for the operation and maintenance of boilers, engines and other equipment used in pumping stations.

Range of Compensation:
First Year:
$175.00 *per month.*
Second Year:
$185.00 *per month.*
Third Year:
$195.00 *per month.*
Fourth Year:
$195.00 *per month.*
Fifth Year:
$200.00 *per month.*

GRADE IV.

TITLE—ENGINEER-IN-CHARGE OF MUNICIPAL PLANTS.

SYMBOL (TEn V IV).

Description of Duties of This Grade.

The duties of incumbents of this position, which involves charge of all Municipal Power Plants, are to be responsible for the maintenance and operation and the direction of engineers in charge of such plants, including charge of design and specifications for mechanical equipment, repairs and alterations.

Range of Compensation:
First Year:
$2400.00 *per annum.*
Second Year:
$2520.00 *per annum.*
Third Year:
$2640.00 *per annum.*
Fourth Year:
$2760.00 *per annum.*
Fifth Year:
$2880.00 *per annum.*

GARDENER GROUP.

SYMBOL (TGr).

Definition of This Group.

The term "Gardener Group" is applied to those positions, the duties of which consist of technical work and direction of all manual work in the planting, propagation, cultivation and care of trees, shrubbery and flowers, and maintenance of greenhouses and nurseries.

GRADE I.

TITLE—GARDENER.

SYMBOL (TGr I).

Description of Duties of This Grade.

The duties of gardeners, which require a high degree of gardening skill and which may include supervision of laborers in Grade I or other employes, are to perform, or to instruct other employes in the performance of, technical work relating to the planting, propagation, cultivation and care of flowers, plants and shrubs, natural and formal gardens, and landscape work.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$120.00 *per month.*
Fourth Year:
$120.00 *per month.*
Fifth Year:
$125.00 *per month.*
Residence furnished to head gardener of Forest Park.

LEATHER WORKER GROUP.

SYMBOL (TL).

Definition of This Group.

The term "Leather Worker Group" is applied to those employments of the Skilled Trades Schedule in which incumbents are required to perform duties pertaining to the harnessmaking and shoemaking trades.

GRADE I.

TITLE—HARNESSMAKER.

Rate of Compensation: $4.00 *per day.*

SYMBOL (TL H I).

Description of Duties of This Grade.

The duties of harnessmakers are to make and repair harness, saddles, collars, horseboots, or anything made of leather or other fabric that a horse wears; to blacken, grease and rub up harness and saddle parts; to gum and put together harness; to die out and finish harness and saddle parts; to cut, sew and operate a machine; to make halters, lines, traces, and reline collars, or to perform such other work as may properly be required of harnessmakers.

MARINE OFFICER GROUP.

SYMBOL (TMO).

Definition of This Group.

The term "Marine Officer Group" is applied to those offices or employments of the Skilled Trades Schedule in which incumbents are required to navigate or to assist in the navigation of vessels.

GRADE I.

TITLE—MATE.

SYMBOL (TMO M I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to direct and assist deck hands in their work, to manipulate the steering wheel and signal apparatus when occasion requires and to assist the captain or pilot in the general management of the boat.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

GRADE II.

TITLE—PILOT.

SYMBOL (TMO P II).

Description of Duties of This Title.

The duties of incumbents of these positions are to take command of steamers requiring under the laws of the United States the services of a licensed pilot, to manipulate the steering wheel and signal apparatus and to assume responsibility for the management of the boat, the conduct of the crew and the safety of passengers and property.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*
Fourth Year:
$100.00 *per month.*
Fifth Year:
$105.00 *per month.*

MECHANIC GROUP.

SYMBOL (TMk).

Definition of This Group.

The term "Mechanic Group" is applied to those employments of the Skilled Trades Schedule in which incumbents are required to perform duties pertaining to trades which require a specialized skill in preparing, welding, shaping, finishing, fitting and assembling, tools, metal parts and fittings, machinery, heating or similar equipment, frame work on iron structures, boilers, furnaces and other metal construction.

TITLE—ASBESTOS WORKERS AND INSULATORS.

Rate of Compensation: 71¼ *cents per hour.*

SYMBOL (TMk AW I).

Description of Duties of This Title.

The duties of Asbestos Workers are to cover boilers, steam pipes, furnace pipes, ammonia pipes and other means of transmission of liquids, gases or heat with asbestos or other non-conducting material.

GRADE I.

Rate of Compensation: 62½ *cents per hour.*

TITLE—AUTOMOBILE MECHANIC.

SYMBOL (TMk A I).

Description of Duties of This Title.

The duties of automobile mechanic are to repair automobiles, including the overhauling and testing of gears, brakes and motors, and the assembling or dismantling of automobiles, and to perform such other automobile repair work as may properly be required of automobile mechanics.

TITLE—BLACKSMITH.

Rate of Compensation: 62½ *cents per hour.*

SYMBOL (TMk B I).

Description of Duties of This Title.

The duties of blacksmiths are to forge and shape axles, braces, tires, minor tools, chisels, crank-shafts, skidding irons, angles, plates, upsetting bars, pins, nuts, drills, crowbars, iron rods, stone drills, wrenches and bolts; to set tires; to repair iron parts of fire engines, trucks, hose wagons, automobiles, carts, sweepers, sprinklers and other vehicles; to perform such other work as may properly be required of blacksmiths.

TITLE—BOILERMAKER.

Rate of Compensation: 70 *cents per hour.*

SYMBOL (TMk BM I).

Description of Duties of This Title.

The duties of boilermakers are to make repairs to marine and stationary boilers, to install new boilers; to make plates and shapes of articles used for boilers; to examine boilers and ascertain what repairs are necessary; to install soft patches on boilers; to replace or repair boiler tubes, fire boxes, staybolts, furnaces, bearing bars and boiler braces; to perform such other work as may properly be required of boilermakers.

TITLE—HORSESHOER.

Rate of Compensation: 62½ *cents per hour.*

SYMBOL (TMk H I).

Description of Duties of This Title.

The duties of horseshoers are to work at the forge; to heat the metal and properly shape the shoe; to pare the horse's hoof; to fit the shoe to the horse's foot; to drive or nail the shoe to the foot; to perform such other work as may properly be required of horseshoers.

TITLE—IRONWORKER.

Rate of Compensation: 80 *cents per hour.*

SYMBOL (TMk IW I).

Description of Duties of This Title.

The duties of ironworkers (structural and bridge) are to make repairs and replacements in steel work to structures and buildings; to repair and replace cables, trusses, chords, posts, diagonals, counters and pins, floor beams, stringers, promenade beams, railing, columns, stairways, roofs, steel shutters and doors; to care for air tools and riveter shop power tools; to perform such other work as may properly be required of iron workers and riveters.

TITLE—MACHINIST.

SYMBOL (TMk M I).

Rate of Compensation: 62½ *cents per hour.*

Description of Duties of This Title.

The duties of machinists are to erect, assemble or dismantle machinery or parts of machinery, with or without drawings; to make operating nuts, valve stems, drip cups, nozzles, and caps; to repair valves, boiler nests, pumps, stanchions, brakes, shafts, crank-pins, bearings, crank-shafts, connecting rods, steam pistons, axles, ladders, pumps and blowers; to operate lathes, planers, drill presses, milling machines, and other tools used in machine work; and to do such other work as may properly be required of machinists.

TITLE—SHEET METAL WORKER.

SYMBOL (TMk SM I).

Rate of Compensation: 65 *cents per hour.*

Description of Duties of This Title.

The duties of sheet metal workers are to do sheet metal work in connection with buildings, structures and vessels, hollow metal sashes, frames, doors and trim, skylights, cornices, crestings, awnings, heating and ventilating apparatus; to set registers, to erect metal ceilings, side walls, lockers, tanks and other light sheet metal work; to do tinning, furring, sheathing, soldering and the glazing of metal work; to perform such other work as may properly be required of sheet metal workers.

TITLE—STEAMFITTER.

SYMBOL (TMk S I).

Rate of Compensation: 75 *cents per hour.*

Description of Duties of This Title.

The duties of steamfitters are to install steam, hydraulic, gasoline or oil power piping, vacuum heating and pneumatic tube systems, and piping utilized for machinery; to set fixtures, pumps, tanks, and heaters in connection with steam power apparatus, and steam and return connections of kitchen utensils; to cut, fit and install piping which conveys steam, hot water, air, brine, ammonia or oil; to repair steam traps, heating and ventilating plants, defective and corroded pipes, vacuum and electrical pumps, dampers, stop and pressure reducing valves.

TITLE—TAPPER.

SYMBOL (TMk T I).

Description of Duties of This Title.

The duties of tappers, which require general knowledge as to water mains and their pipe connections with premises, are to insert taps in city water mains; to withdraw old or abandoned taps and insert plugs in their places; to take correct measurements of the location of taps and plugs and report thereon.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

GRADE II.

TITLE—GARAGE SUPERINTENDENT.

SYMBOL (TMk A II).

Description of Duties of This Title.

The duties of incumbents of these positions, which involve direction of the work of employes in Grade I, and of mechanics and other subordinates, are to direct the activities of a municipal garage and automobile repair shop including the assignment of motor drivers, the ordering and care of supplies and accessories, the making of repairs, and in case of emergency, the operation of motor vehicles.

Range of Compensation:
First Year:
$140.00 *per month.*
Second Year:
$145.00 *per month.*
Third Year:
$150.00 *per month.*

TITLE—BLACKSMITH FOREMAN.

SYMBOL (TMk B II).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and be responsible for the work of a number of employes in Grade I, and of helpers in their own or related trades, and to perform the work of journeymen when required.

Rate of Compensation:
80 *cents per hour.*

TITLE—BOILERMAKER FOREMAN.

SYMBOL (TMk BM II).

Rate of Compensation: 80 *cents per hour.*

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and be responsible for the work of a number of employes in Grade I, and of helpers in their own or related trades, and to perform the work of journeymen when required.

TITLE—IRONWORKER FOREMAN.

SYMBOL (TMk IW II).

Rate of Compensation: 92½ *cents per hour.*

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and be responsible for the work of a number of employes in Grade I, and of helpers in their own or related trades, and to perform the work of journeymen when required.

TITLE—MACHINIST FOREMAN.

SYMBOL (TMk M II).

Rate of Compensation: 67½ *cents per hour.*

Description of Duties of This Title.

The duties of machinist foremen are to direct and be responsible for the work of a number of employes in Grade I and of helpers in their own or related trades, and to perform the work of journeymen when required.

TITLE—SHEET METAL WORKER FOREMAN.

SYMBOL (TMk SM II).

Rate of Compensation:
70 cents per hour.

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and be responsible for the work of a number of employes in Grade I, and of helpers in their own or related trades, and to perform the work of journeymen when required.

TITLE—STEAMFITTER FOREMAN.

SYMBOL (TMk S II).

Rate of Compensation:
87½ cents per hour.

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and be responsible for the work of a number of employes in Grade I, and of helpers in their own or related trades, and to perform the work of journeymen when required.

GRADE III.

TITLE—MASTER MECHANIC.

SYMBOL (TMk M III).

Range of Compensation:
First Year:
$1980.00 *per annum.*
Second Year:
$2100.00 *per annum.*
Third Year:
$2220.00 *per annum.*
Fourth Year:
$2220.00 *per annum.*
Fifth Year:
$2280.00 *per annum.*

Description of Duties of This Grade.

The duties of master mechanics involve the responsibility for the conduct of a repair division, steel, machinery, engines, or apparatus construction work not done by contract, and all repair work to buildings, fences and other structures, sidewalks, plumbing, water service pipes, sewerage, drainage, conduits, manholes, and miscellaneous equipment, whether done in shop or field.

PAINTER GROUP.

SYMBOL (TP).

Definition of This Group.

The term "Painter Group" is applied to those employments of the Skilled Trades Schedule in which incumbents are required to perform duties pertaining to the painter's trade and its allied specialties of varnishing, decorating, graining, lettering and striping.

GRADE I.

TITLE—PAINTER.

Rate of Compensation: 75 *cents per hour.*

SYMBOL (TP I).

Description of Duties of This Title.

The duties of painters, which require familiarity with the quality and use of the different kinds of paints, paint materials and varnishes and a knowledge of rigging, are to mix paints and colors in proper proportions and to do painting and varnishing, stenciling, lining, glazing, gilding, bronzing or other decorative work.

TITLE—LETTERER AND STRIPER.

Rate of Compensation: 68¾ *cents per hour.*

SYMBOL (TP L I).

Description of Duties of This Title.

The duties of letterers, which require that they shall be competent painters, are to paint signs, do lettering of any description, and striping on wood or iron ornamental work, automobiles, carriages, wagons, fire engines and other apparatus.

TITLE—PAINTER, AUTO, CARRIAGE AND WAGON.

SYMBOL (TP W I).

Rate of Compensation: 55 *cents per hour.*

Description of Duties of This Title).

The duties of Painters of this Title are to paint automobiles, carriages, wagons, fire engines and other apparatus and mix paint and colors in proper proportion for this special variety of work.

GRADE II.

TITLE—PAINTER FOREMAN.

SYMBOL (TP II).

Rate of Compensation: 80 *cents per hour.*

Description of Duties of This Grade.

The duties of incumbents of these positions are to direct and be responsible for the work of employes in Grade I, and of helpers in their own or related trades, and to perform the work of journeymen when required.

PAVER GROUP.

SYMBOL (TPv).

Definition of This Group.

The term "Paver Group" is applied to those positions of the City service in which incumbents are required to lay true to line and grade granite brick or wood paving blocks under direction of engineer, to set granite curbs, to connect old and new pavements, to properly align paving blocks with street car tracks and shape up gutters for proper drainage.

GRADE I.

Rate of Compensation:
62½ *cents per hour.*

TITLE—PAVER, GRANITE BLOCK.

SYMBOL (TPv I).

Description of Duties of This Grade.

The duties of incumbents of these positions are to lay true to line and grade granite brick or wood paving blocks under direction of engineer, to set granite curbs, to connect old and new pavements, to properly align paving blocks with street car tracks and shape up gutters for proper drainage.

TITLE—PAVER AND RAMMER.

Rate of Compensation:
43¾ *cents per hour.*

SYMBOL (TPv R I).

Description of Duties of This Title.

The duties of incumbents of these positions are to lay wood and brick pavement true to line and grade under direction of the engineer, to align same with street car tracks and gutters, keep courses straight, break joints properly and make closure, to regulate sand cushions to crown of street and ram brick, stone or wood pavement to a solid base, regulating the finished surface thereof.

GRADE II.

TITLE—PAVER FOREMAN.

Range of Compensation:
First Year:
$140.00 *per month.*
Second Year:
$145.00 *per month.*
Third Year:
$150.00 *per month.*

SYMBOL (TPv II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to direct and be responsible for the work of employes in Grade I, and of helpers in their own or related trades, and to perform the work of journeymen when required.

PLUMBER GROUP.

SYMBOL (TPl).

Definition of This Group.

The term "Plumber Group" is applied to those employments of the Skilled Trades Schedule in which incumbents are required to perform duties pertaining to the installation of plumbing, drains, and other sanitary appliances and fixtures.

GRADE I.

TITLE—PLUMBER.

Rate of Compensation: 81¼ *cents per hour.*

SYMBOL (TPl I).

Description of Duties of This Grade.

The duties of plumbers are to install piping for gas, water, waste, soil and vent lines, piping to and from water filters and water meters, piping for hot and cold water for domestic and culinary purposes, piping when solder is used for putting pipes or tubing together, icebox and refrigerator waste pipes; to cut and fit pipes to and from ranges and boilers; to set all plumbing fixtures; to replace old pipes with new ones; to fit up toilet and bathroom auxiliaries and water, gas and waste pipes to and from laundry machines, etc.

GRADE II.

TITLE—PLUMBER FOREMAN.

Rate of Compensation: $7.00 *per day.*

SYMBOL (TPl II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to direct and be responsible for the work of employes in Grade I and of helpers in their own or related trades, and to perform the work of journeymen when required.

WOODWORKER GROUP.

SYMBOL (TW).

Definition of This Group.

The term "Woodworker Group" is applied to those employments of the Skilled Trades Schedule in which incumbents are required to perform duties pertaining to carpentry, dock building, machine woodworking, pattern making, ship carpentry, wood sawing and wheelwright trades.

GRADE I.

TITLE—CARPENTER.

Rate of Compensation: 75 *cents per hour.*

SYMBOL (TW C I).

Description of Duties of This Title.

The duties of carpenters are to construct and repair temporary buildings, shanties, sheds, stalls, flooring, partitions, window frames, sashes, bridge roadways, tool houses, tool boxes, park rustic structures, bridges, bandstands, bins, signs, board walks, fences and screens; to repair office furniture, doors, institutional buildings, boats, docks, road machines, sprinklers, park benches; to shingle roofs and do general repairs in woodwork.

TITLE—MACHINE WOODWORKER.

Rate of Compensation: 55 *cents per hour.*

SYMBOL (TW MW I).

Description of Duties of This Title.

The duties of machine woodworkers are to operate and maintain in good working condition planers, circular, cross-cut and band saws and all wood-turning machinery; to make and repair ladders; to make necessary repairs to machines and tools.

TITLE—CABINET MAKER.

SYMBOL (TW CM I).

Rate of Compensation: 75 *cents per hour.*

Description of Duties of This Title.

The duties of incumbents of these positions are to make and repair cases, partitions and perform similar office furniture requiring particular care and skill in this form of carpentry.

TITLE—PATTERN MAKER.

SYMBOL (TW PM I).

Rate of Compensation: 75 *cents per hour.*

Description of Duties of This Title.

The duties of pattern makers are to make from plans and specifications patterns or models in wood, metal or plaster to be used to form moulds for metal castings and parts.

TITLE—SHIP CARPENTER.

SYMBOL (TW SC I).

Rate of Compensation: 56¼ *cents per hour.*

Description of Duties of This Title.

The duties of ship carpenters, which require skill in the use of axe, adze, auger and other tools used in rough timber construction, are to frame up and build float stages and scows; to repair pontoons, scows, pile drivers and other floating equipment; to drive cotton and oakum and to apply pitch, marine glue or red lead paint in the seams and butts of wood construction on boats, scows, pile drivers and derricks, in order to make the same watertight; to perform such other work as may properly be required of ship carpenters.

TITLE—WAGONMAKER AND WHEELWRIGHT.

Rate of Compensation: 75 *cents per hour.*

SYMBOL (TW WM I).

Description of Duties of This Title.

The duties of wheelrights and wagonmakers are to repair bodies, shafts, poles, wheels, spokes and running gears of wagons, trucks, carts, sprinklers, sweeping machines, fire apparatus, and all parts of vehicles requiring wood as material; to construct new bodies and other parts for wagons, trucks and carts.

GRADE II.

TITLE—CARPENTER FOREMAN.

Rate of Compensation: 85 *cents per hour.*

SYMBOL (TW C II).

Description of Duties of This Title.

The duties of incumbents of these positions are to supervise and be responsible for the work of employes in Grade I, and of helpers in their own or related trades, and to perform the work of journeymen when required.

UNSKILLED LABOR SCHEDULE.

SYMBOL (U).

Definition of This Schedule.

The Unskilled Labor Schedule shall include those offices or employments the duties of whose incumbents are to perform manual work not requiring skill in a recognized trade, to supervise the performance of such unskilled work, or to perform work in city institutions. There shall be three branches of the Unskilled Labor Schedule. The first shall comprise those positions where the qualifications are general and not specialized (Branch A) Symbol UA; the second, positions where the duties are somewhat specialized (Branch B) Symbol UB; and the third, those positions grouped under Institutional Branch, Symbol (UN). (See Rule II, Section 4j. of The Rules Governing the Classified Service.)

UNSKILLED LABOR, BRANCH A.

SYMBOL (UA).

Definition of This Branch.

The term "Branch A." is applied to those employments of the Unskilled Labor Schedule in which incumbents are required to perform manual work requiring little skill or training and for which physical strength is the chief qualification, or to perform duties requiring general ability in the supervision of unskilled laborers.

The group known as Branch A shall be designated as laborers. Applicants for positions within this branch shall be placed in one of four classes, determined by the experience and physical capacity of the applicant.

CLASS I.

TITLE—LABORER.

Rate of Compensation: 40 *cents per hour.*

SYMBOL (UA I).

Description of Duties of This Class.

The duties of laborers, Branch A, Class I, are to perform under direction difficult manual work in the construction or maintenance of public works or other work requiring skill and dependability and for which physical strength is an essential qualification, which has not been placed in Branch B.

TITLE—CONSTRUCTION LABORER.

Rate of Compensation: 40 *cents per hour.*

SYMBOL (UA IC).

Description of Duties of This Title.

The duties of incumbents of these positions are to perform manual work in connection with the excavation for foundations, dismantling of shops, wrecking of buildings, carrying of building material and similar unskilled work on construction jobs.

TITLE—POWER PLANT HELPER

Rate of Compensation: 35 *cents per hour.*

SYMBOL (UA I PP).

Description of Duties of This Title.

The duties of incumbents of these positions include cleaning of boiler fronts and tops; cleaning out combustion chambers; tending and operating coal and ash conveyors and coal crusher; unloading material from cars; cleansing water filters; polishing brass and bright work on machinery and engines; general clean up work around power plant.

TITLE—ASPHALT RAKERS.

SYMBOL (UA I R).

Rate of Compensation: 45 *cents per hour.*

Description of Duties of This Title.

The duties of these positions involve the use of manual labor in preparing the asphalt surface of streets true to level and grade for the finishing application of heat.

TITLE—ASPHALT SMOOTHER.

SYMBOL (UA I S).

Rate of Compensation: 40 *cents per hour.*

Description of Duties of This Title.

The duties of this position involve manual labor in the finishing with heated irons of the asphalt surface of streets prepared for this stage by the Asphalt Rakers.

TITLE—ASPHALT TAMPER.

SYMBOL (UA I T).

Rate of Compensation: 40 *cents per hour.*

Description of Duties of This Title.

The duties of these positions involve manual labor in tamping of asphalt surfacing preparatory to final leveling and application of heat.

CLASS II.

TITLE—LABORER.

Rate of Compensation: $2.75 *per day.*

SYMBOL (UA II).

Description of Duties of This Class.

The duties of laborers, Branch A, Class II, are to perform under direction heavy manual work in construction or maintenance of public work, sewer or water pipe extension; cutting, mixing, raking, smoothing asphalt; excavating, track labor, coal-passing and similar work where physical strength is an essential qualification; or the direction of such work.

TITLE—COAL PASSER.

Rate of Compensation: $2.75 *per day.*

SYMBOL (UA II C).

Description of Duties of This Title.

The duties of incumbents of these positions include performance of manual labor necessary in transferring coal to bunkers or from bunkers to automatic feed to boilers.

TITLE—HEATING FIREMAN.

Rate of Compensation: $2.75 *per day.*

SYMBOL (UA II F).

Description of Duties of This Title.

The duties of incumbents of these positions include the operation of heating plants for buildings not equipped with machinery for the generation of power; shoveling coal and caring for cleanliness of boiler-room and basement; such other related work as may be assigned.

TITLE—PAVER'S HELPER.

SYMBOL (UA II P).

Rate of Compensation: 37½ *cents per hour.*

Description of Duties of These Titles.

The duties of incumbents of these positions are to convey sand and wood or brick paving materials to Pavers and assist them as required.

TITLE—SECTION MAN'S HELPER.

SYMBOL (UA II S).

Rate of Compensation: $75.00 *per month.*

Description of the Duties of This Title.

The duties of incumbents of these positions are to excavate for the repairs of leaks and repairs in watermains, valves and fire plugs, assisting Section Men who are assigned special districts and being subject to call in case of bursted mains or similar emergency.

CLASS III.

TITLE—LABORER.

SYMBOL (UA III).

Rate of Compensation: $2.50 *per day.*

Description of Duties of This Class.

The duties of laborers, Branch A, Class III, are to perform under direction manual work in street cleaning, scraping, flushing, slush wagon work, park labor, cutting grass and weeds, and work of a similar nature requiring fair physical strength.

TITLE—GRADING MACHINE MAN.

SYMBOL (UA III G).

Rate of Compensation: $2.50 *per day.*

Description of Duties of This Title.

The duties of incumbents of these positions include the operation of machines used in levelling and scarifying surface of roadways in preparation for road or street construction or repair.

CLASS IV.

TITLE—LABORER.

SYMBOL (UA IV).

Rate of Compensation: $2.00 *per day.*

Description of Duties of This Class.

Laborers, Branch A, Class IV, are assigned only to work as white wing street cleaner on outlying districts, removing paper and refuse in parks or similar routine physical duties, requiring little physical strength or other qualifications.

UNSKILLED LABOR SCHEDULE

BRANCH B.

SYMBOL (UB).

(Rule II, Section 4 j.)

This branch shall include all positions requiring physical strength and some specialization of manual labor, not classified in any other schedule and includes:—Caisson Worker; Cleaners, Building; Coagulant Operator; Concreter; Elevator Operator; Filter Attendant; Fireman; House Mechanic; Helper (Journeyman's); Keepers; Machine Broom Worker; Motor Driver; Motorman; Pile Driver and Rigger; Quarryman; Ranking Laborer; Stableman; Switchman; Team and Cart Equipment; Tree Trimmer; and Watchman Groups.

In Branch B the applicant may be required to demonstrate his ability to read and write where the work of the position, in the judgment of the Board, requires such knowledge.

Where any degree of proficiency is required for positions placed in the Branch B., such additional test as may determine an applicant's fitness for the position sought may be required.

COMPRESSED AIR AND FOUNDATION WORKER GROUP.

SYMBOL (UB CW).

Definition of This Group.

The term "Compressed Air and Foundation Worker Group" is applied to those employments of the Unskilled Labor Schedule, Branch B, in which incumbents are required to do manual labor involving the excavation of earth or rock under air pressure greater than atmospheric pressure.

GRADE I.

TITLE—COMPRESSED AIR AND FOUNDATION WORKER.

Rate of Compensation: $4.50 *per day.*

SYMBOL (UB CW I).

Description of Duties of This Title.

The duties of incumbents of these positions include excavating in caisson for foundations of bridges or buildings or in tunnels where physical strength and ability to work under greater air pressure than normal is required.

GRADE II.

TITLE—COMPRESSED AIR AND FOUNDATION WORKER FOREMAN.

Rate of Compensation: $5.50 *per day.*

SYMBOL (UB CW II).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and be responsible for work of employes in Grade I, and of helpers in same or related groups, and to perform the work of employes in Grade I when required.

CLEANER BUILDING GROUP.

SYMBOL (UB J).

Definition of This Group.

The term "Cleaner (Building) Group" is applied to those employments of the Unskilled Labor Schedule, Branch B, in which incumbents are required to perform such manual labor in the maintenance of cleanliness of public baths, buildings or furnishings as may be assigned.

GRADE I.

TITLE—JANITOR.

Rate of Compensation: $65.00 *per month.*

SYMBOL (UB J I).

Description of Duties of This Title.

The duties of janitor (building) are to clean, sweep, dust and scrub floors; polish furniture and furnishings; clean and polish windows; and to perform such other services in the maintenance of cleanliness in public buildings as may be assigned by superiors.

TITLE—JANITRESS.

Rate of Compensation: $50.00 *per month.*

SYMBOL (UB JF I).

Description of Duties of This Title.

Care of women's rest room and accompanying duties; cleaning, scrubbing, dusting in buildings.

TITLE—JANITOR, BATHS, POOLS AND COMFORT STATIONS.

Rate of Compensation: $65.00 *per month.*

SYMBOL (UB JB I).

Description of Duties of This Title.

The duties of janitor, baths, pools and comfort stations are to maintain, heat, clean and make minor repairs in or about baths, pools and comfort stations, and to assist and keep order among persons visiting these places.

TITLE—JANITRESS, BATHS, POOLS AND COMFORT STATIONS.

Rate of Compensation: $60.00 *per month.*

SYMBOL (UB JBF I).

Description of Duties of This Title.

The duties of janitress, baths, pools and comfort stations, are to maintain, clean, and, where required, assist and keep order among persons visiting these places; sell soap, supply towels and bathing suits, and account for the proceeds to the Park Commissioner or other officer designated.

TITLE—JANITOR AND JANITRESS, COMFORT STATION (MARRIED COUPLES).

Rate of Compensation: $50.00 *per month each.*

SYMBOL (UB JCS I).

Description of Duties of This Title.

The duties of these positions are the same as Janitors and Janitresses of comfort stations, but these positions are filled from an eligible list of married couples made up from husbands and wives who have separately passed the tests for janitor or janitress, comfort stations, respectively.

GRADE II.

TITLE — HEAD JANITOR, BATHS, POOLS AND COMFORT STATIONS.

SYMBOL (UB JB II).

Range of Compensation:
First Year:
$80.00 *per month.*
Second Year:
$85.00 *per month.*
Third Year:
$90.00 *per month.*

Description of Duties of This Grade.

The duties of incumbents of these positions are to see that pool is cleaned out, sterilized, and filled with fresh water; see that lockers and floors are kept clean and in sanitary condition; keep time of men, life guards, matrons and assistants; keep record of money received, laundry used, and attendance at pool.

TITLE — HEAD JANITRESS, BATHS, POOLS AND COMFORT STATIONS.

SYMBOL (UB JBF II).

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions are to rent suits and towels to the public; keep record of suits and towels and money received; between shifts see that employes of Grade I perform their duty; also keep their time and at the end of the week bring all reports and money received to the office of the Park and Recreation Division.

TITLE—FOREMAN JANITOR.

SYMBOL (UB J II).

Rate of Compensation:
$85.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions are to be responsible for the work of employes in Grade I, and of helpers in same or related groups, care of tools and equipment, and to perform the work of employes in Grade I, when required.

GRADE III.

TITLE—CHIEF JANITOR

SYMBOL (UB J III).

Rate of Compensation: $100.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions are to be responsible for work of employes in Grade I, and of helpers in same or related groups, including requisition of and accounting for materials used and care of tools and equipment, and to perform the work of employes in Grade I, when required.

COAGULANT OPERATOR GROUP.

SYMBOL (UB CO).

Definition of This Group.

The term "Coagulant Operator Group" is applied to those employments of the Unskilled Labor Schedule, Branch B, in which incumbents have charge of the mixing of water with coagulating substances preparatory for the settling basin, the machinery and devices of the coagulant house and making of reports of operation.

GRADE I.

TITLE—OPERATOR, COAGULANT HOUSE.

SYMBOL (UB CO I).

Rate of Compensation: $100.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions include keeping watch of the mixture of coagulant in water; flow and condition of same; regulating controlling devices; keeping machinery in proper operation in coagulant house; making report on operation of each shift.

GRADE II.

TITLE—FOREMAN, COAGULANT HOUSE.

Rate of Compensation: $125.00 *per month.*

SYMBOL (UB CO II).

Description of Duties of This Title.

The duties of incumbents of these positions include making reports on labor and material used in operation of coagulant house; requisition for supplies; watch over cars of coagulant received and unloaded; inspection of machinery and other equipment; responsibility for proper maintenance of continuous operation of coagulant plant; charge of employes, including operators.

CONCRETER GROUP.

SYMBOL (UB C).

Definition of This Group.

The term "Concreter Group" is applied to those employments of the Unskilled Labor Schedule, Branch B, in which incumbents are required to do heavy manual labor involved in shoveling, wheeling and mixing sand, rock and cement in the proper proportion, and placing of concrete in frames and forms.

GRADE I.

TITLE—CONCRETER.

Rate of Compensation: 50 *cents per hour.*

SYMBOL (UB C I).

Description of Duties of This Title.

The duties of incumbents of these positions are heavy manual labor involved in shoveling, wheeling and mixing sand, rock and cement, and placing of concrete in frames and forms.

TITLE—CONCRETE BLOCKMAN.

Rate of Compensation: 52½ *cents per hour.*

SYMBOL (UB C I).

Description of Duties of This Title.

The duties of incumbents of these positions include assembling and placing frames, retaining walls, and forms for casting pillars, piers, pedestals, foundations, walls or other concrete construction work; seeing that reinforcing is placed and fastened, and that concrete is poured and distributed within same so as to set properly.

GRADE II.

TITLE—CONCRETE FOREMAN.

See Cement Finisher Foreman.

SYMBOL (UB C II).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and be responsible for work of employes in Grade I, and of helpers in same or related groups, care of machinery, tools and equipment, and to perform the work of employes in Grade I, when required.

ELEVATOR OPERATOR GROUP.

SYMBOL (UB Elv).

Definition of This Group.

The term "Elevator Operator Group" is applied to those employments of the Unskilled Labor Schedule, Branch B, in which incumbents are required to operate or direct the mechanical operation of passenger or freight elevators.

GRADE I.

TITLE—ELEVATOR OPERATOR.

SYMBOL (UB Elv. I).

Rate of Compensation: $60.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions include operation of elevators in carrying passengers or freight, by lever or other control; responsibility for closing of doors to elevator shaft, not overloading elevators, and other measures necessary for the safety of passengers. This title does not include Institutional Operators (UN HE I).

TITLE—ELEVATOR STARTER.

SYMBOL (UB Elv. I).

Rate of Compensation: $65.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions are to direct the employes of Grade I by despatching cars according to traffic conditions of the building, arrange schedules for hours of leave and see that the elevator service is satisfactory.

FILTER ATTENDANT GROUP.

SYMBOL (UB FA).

Definition of This Group.

The term "Filter Attendant Group" is applied to those employments of the Unskilled Labor Schedule, Branch B, in which incumbents are required to do manual work in the maintenance and operation of the Filtration Plant.

GRADE I.

TITLE—FILTER ATTENDANT.

Rate of Compensation: $75.00 *per month.*

SYMBOL (UB FA I).

Description of Duties of This Title.

The duties of filter attendants include the following: Oiling and cleaning motors and pumps; helping on the ammonia ice machine; general cleaning of head house and filter house; unloading aluminum sulphate; assisting operator in mechanical operation of filters; taking readings on meters and controlling devices; weighing and dissolving chemicals, and miscellaneous repair work.

GRADE II.

TITLE—FILTER OPERATOR.

Rate of Compensation: $100.00 *per month.*

SYMBOL (UB FO II).

Description of Duties of This Title.

The duties of incumbents of these positions are to keep constant watch of feeding of solutions, amount, flow, and condition of water, and of regulation and care of controlling devices; wash filters and keep them in repair; read meters which control rate of filtration and amount of chemical; make such report on operation of a shift as may be required by the foreman, filtration plant.

FIREMAN GROUP.

SYMBOL (UB F).

Definition of This Group.

The term "Fireman Group" is applied to those employments of the Unskilled Labor Schedule, Branch B, in which incumbents are required to perform chiefly manual work in igniting and maintaining fires under boilers of various types so as to keep up a proper steam pressure, and work incident thereto.

TITLE—FIREMAN, LOCOMOTIVE.

SYMBOL (UB FL I).

Rate of Compensation: $3.60 *per day.*

Description of Duties of This Title.

The duties of incumbents of these positions are to fire locomotive boiler, maintaining proper steam pressure and water level; clean flues, draw fires, clean grate of ash and clinker; fill tender tank, wipe and polish exposed metals; and assist the engineer, giving signals, etc.

TITLE—FIREMAN, MARINE.

SYMBOL (UB FM I).

Rate of Compensation: $70.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions are to fire boilers, maintaining proper pressure; maintain water level by gauge, clean flues, draw fires, clean grates of ash and clinkers and keep boiler room neat and clean, on vessels in the City service.

TITLE—FIREMAN, HOISTING AND PORTABLE

SYMBOL (UB FH I).

Rate of Compensation: 40 *cents per hour.*

Description of Duties of This Title.

The duties of incumbents of these positions are to start fire and raise steam; keep roller clean and oiled; take coal and water; watch horses and traffic on his side of roller, and such other duties connected with pavement repair and maintenance as may be assigned.

GRADE I.

TITLE—FIREMAN, STATIONARY.
SYMBOL (UB FS I).

Rate of Compensation: $90.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions are to fire boilers, maintaining proper pressure; maintain water level by gauge, clean flues, draw fires, clean grates of ash and clinkers and keep boiler room neat and clean; make any reports called for as to time, pressure, or material used.

GRADE II.

TITLE—FOREMAN, BOILER ROOM.
SYMBOL (UB FS II).

Rate of Compensation: $90.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and be responsible for work of employes in Grade I, and of helpers in same or related groups, and to perform the work of employes in Grade I, when required.

FOREMAN GROUP.

SYMBOL (UB Fr).

Definition of This Group.

The term "Foreman Group" is applied to those employments of the Unskilled Labor Schedule, Branch B, in which incumbents are required to direct and be responsible for the work of a number of employes, classified in Unskilled Labor, Branch A, and such other employes as may be employed in connection with crews of laborers or a given district.

GRADE I.

TITLE—FOREMAN.

SYMBOL (UB Fr. I).

Description of Duties of This Grade.

The duties of incumbents of these positions include: Charge of crew of laborers engaged in excavating, road making, terracing, sloping, sodding, flushing, scraping and brooming hard paved streets, grading and spreading of macadam on streets, cleaning soft paved streets and unimproved and improved alleys, and cutting weeds; checking of traffic; removal of snow; receiving and keeping account of material; keeping time of laborers and teams employed; and making daily report of work done.

Range of Compensation:
First Year:
$80.00 *per month.*
Second Year:
$85.00 *per month.*
Third Year:
$90.00 *per month.*

GRADE II.

TITLE—FOREMAN.

SYMBOL (UB Fr. II).

Description of Duties of This Grade.

The duties of incumbents of these positions include charge of gang of laborers engaged in: repair or construction of sewers and paving of all kinds; cleaning of hard paved streets in a district by flushing and scrubbing; removing snow and sanding of slippery streets; directing teams delivering material to different places; laying, ballasting and repairing tracks; oiling streets; placing of asphalt patches; repairing water mains and hydrants; providing suitable material and keeping time of men and teams on the job; directing a crew of Branch B gardeners.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$105.00 *per month.*
Third Year:
$110.00 *per month.*

GRADE III.

TITLE—FOREMAN.

SYMBOL (UB Fr. III).

Description of Duties of This Grade.

The duties of incumbents of these positions include laying out routes and work for crew foreman; directing of collection, removal and dumping of dirt and snow, and assignment of teams and flushing equipment; directing distribution of macadam, men, teams and other equipment used in scarifying and rolling soft paved streets; making out reports of crews and district covered; and may include direct charge of laborers on excavation, sewer repairs, water mains or construction work.

Range of Compensation:
First Year:
$120.00 *per month.*
Second Year:
$125.00 *per month.*
Third Year:
$130.00 *per month.*

GRADE IV.

TITLE—FOREMAN, GENERAL FOREMAN, SHOP FOREMAN OR ASSISTANT SUPERINTENDENT.

SYMBOL (UB Fr. IV).

Description of Duties of These Titles.

The duties of incumbents of these positions include directing of a number of crews engaged in street cleaning and flushing in a district; distributing crews as planned by the superintendent; and responsibility for accomplishment of work in concreting, excavating, grading and cleaning basins, putting in switches and tracks, laying and repairing water mains and hydrants in district, and reports on labor and materials used; charge of general repair or maintenance shop.

Range of Compensation:
First Year:
$140.00 *per month.*
Second Year:
$145.00 *per month.*
Third Year:
$150.00 *per month.*

JOURNEYMAN'S HELPER GROUP

SYMBOL (UB H).

Definition of This Group.

The term "Journeyman's Helper Group" is applied to those offices or employments of the Unskilled Labor Schedule in which incumbents are required to render such assistance to journeymen in skilled trades and to perform such independent work in the trades as may properly be performed by helpers.

GRADE I.

TITLE—BLACKSMITH'S HELPER.

SYMBOL (UB BlH I).

Rate of Compensation: 37½ *cents per hour.*

Description of Duties of This Title.

The duties of incumbents of these positions are to assist blacksmiths in anvil and forge work; tempering and welding iron and steel and sharpening tools and related work.

TITLE—BOILERMAKER'S HELPER.

SYMBOL (UB BMH I).

Rate of Compensation: 62½ *cents per hour.*

Description of Duties of This Title.

The duties of incumbents of these positions are to assist boiler maker in manual work of heating rivets, help cut boiler plate and related work.

TITLE—BRICKLAYER'S HELPER (MORTAR).

SYMBOL (UB BrHM I).

Description of Duties of This Title.

The duties of incumbents of these positions include mixing mortar and carrying bricks and mortar to bricklayers and stone masons.

Rate of Compensation:
55 *cents per hour, nine-hour day.*

TITLE—BRICKLAYER'S HELPER, BRICK.

SYMBOL (UB BrHB I).

Description of Duties of This Title.

The duties of these positions involve manual labor in conveying brick by hod, borrow, or other conveyance from source of supply to bricklayers.

Rate of Compensation:
55 *cents per hour.*

TITLE—CARPENTER'S HELPER.

SYMBOL (UB CH I).

Description of Duties of This Title.

The duties of incumbents of these positions include assisting carpenters by carrying materials, steadying uprights, preparing scaffolds, and related work.

Rate of Compensation:
40 *cents per hour.*

TITLE—SHOP CRANEMAN.

SYMBOL (UB CrM I).

Rate of Compensation: $90.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions are to operate and keep in order electric cranes, clean and polish machinery and assist maintenance engineer.

TITLE—DIVER'S TENDER.

SYMBOL (UB DvH I).

Rate of Compensation: $4.00 *per day.*

Description of Duties of This Title.

The duties of incumbents of these positions are to adjust, remove and under direction to repair diver's apparatus; to hold the air supply pipe; to receive from and convey to the diver, while under water, by means of signal rope any instructions necessary; and to supervise the work of employes operating the air pump.

TITLE—ELECTRICIAN'S HELPER.

SYMBOL (UB ElH I).

Rate of Compensation: 40⅝ *cents per hour.*

Description of Duties of This Title.

The duties of incumbents of these positions are to assist electricians in wiring and repair work; charge and repair batteries; perform such other electrical work, under supervision, as may be required.

TITLE—LINEMAN'S HELPER.

SYMBOL (UB LH I).

Rate of Compensation: 34⅜ *cents per hour.*

Description of Duties of This Title.

The duties of incumbents of these positions include setting poles; waiting on lineman when on poles; sending up arms, wire, sleeves, bolts, etc., and driving supply team when necessary.

TITLE—ENGINE HOSTLERS.

SYMBOL (UB EnH I).

Rate of Compensation: $90.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions are to wipe and polish locomotives or portable engines, oil, draw fires, clean grates and ash box, light fires, get up steam, have engine ready to turn over to regular engineer and fireman for operation.

TITLE—GARDENER'S HELPER.

SYMBOL (UB GrH I).

Rate of Compensation: $2.50 *per day.*

Description of Duties of This Title.

The duties of incumbents of these positions are to plant trees, shrubs, flowers, and hardy plants; cultivate, water and trim same; cultivate, weed and edge flower beds; mix soil and add fertilizers, under direction of more skilled gardeners.

GRADE II.

TITLE—ASSISTANT GARDENER.

SYMBOL (UB GrH II).

Rate of Compensation: $3.50 *per day.*

Description of Duties of This Title.

The duties of incumbents of these positions include overseeing second-class gardeners and laborers in the planting, seting, trimming of flower beds and hedges; edging and maintaining borders of beds and walks; care of aquatic plants and neat appearance of ponds; propagation of plants in green houses, under orders of the gardener.

GRADE I.

TITLE—MACHINIST'S HELPER.

SYMBOL (UB MchH I).

Rate of Compensation: 37½ *cents per hour.*

Description of Duties of This Title.

The duties of incumbents of these positions include cutting pipe; running bolt machine; tending shop dynamo; assisting in keeping machinery in running order; keeping shop and tools in order; and running drill press and pipe threading machine.

TITLE—AUTO MECHANIC'S HELPER.

SYMBOL (UB MchHA I).

Rate of Compensation: 37½ *cents per hour.*

Description of Duties of This Title.

The duties of incumbents of these positions are to help auto mechanic repair automobiles and auto trucks.

TITLE—MAINTENANCE MAN, BUILDING.

Rate of Compensation:
$90.00 *per month.*

SYMBOL (UB MtB I).

Description of Duties of This Title.

The duties of incumbents of these positions are to maintain plumbing and steam pipes in buildings or plants; to adjust and keep in operation machinery such as hydraulic elevators, thermostats, vacuum pumps, spray pumps for washed air, small motors and engines; and to look after heating systems.

TITLE—MAINTENANCE MAN, SHOP.

Rate of Compensation:
$90.00 *per month.*

SYMBOL (UB MtS I).

Description of Duties of This Title.

The duties of incumbents of these positions are to help engineers do repair work in engine and boiler rooms; repair steam pipes, water and air pumps; clean engines not in operation; and pack valves, rebabbit bearings, and line up shaftings and belts, chain drives, pulleys and gearing.

TITLE—METERMAN.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*

SYMBOL (UB Met I).

Description of Duties of This Title.

The duties of incumbents of these positions include testing meters for accuracy by making changes in gears, adjusting dials and keeping record of same, helping tapper or plumber install meters and taps, removing and replacing meters and driving truck or wagons delivering material.

GRADE II.

TITLE—FOREMAN METERMAN.

SYMBOL (UB Met II).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct metermen, lay out route for trucks and wagons for repairs and installations; remove, replace and test meters; and investigate complaints.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$105.00 *per month.*
Third Year:
$110.00 *per month.*

GRADE I.

TITLE—OILER, OR PUMP OPERATOR.

SYMBOL (UB O I).

Description of Duties of This Title.

The duties of incumbents of these positions include maintaining all oiling devices about machinery in proper working condition, regulating the flow of oil to all bearings and wearing surfaces, keeping oil drains open and assisting engineers as directed and assist in running pumps and other auxiliary machinery.

Rate of Compensation:
$90.00 *per month.*

TITLE—DYNAMO TENDER AND SWITCHBOARD OPERATOR.

SYMBOL (UB DT I).

Description of Duties of This Title.

The duties of incumbents of these positions are to watch engines and generators closely; keep them oiled; watch gauges; operate switchboard; watch all meters on the board; take readings of meters every thirty minutes; and cleaning, polishing, repairing and attending to general needs in the station.

Rate of Compensation:
47½ *cents per hour.*

TITLE—PLASTERER'S HELPER.

SYMBOL (UB PH I).

Rate of Compensation: 62½ *cents per hour.*

Description of Duties of This Title.

The duties of incumbents of these positions include mixing hair plaster; slacking lime and preparing skim coat; and carrying plaster hod.

TITLE—PLUMBER'S HELPER.

SYMBOL (UB PlH I).

Rate of Compensation: $3.75 *per day.*

Description of Duties of This Title.

The duties of incumbents of these positions include carrying tools and material; holding material in place; excavating for sewer tile, drilling holes in walls and assisting plumber in similar ways.

TITLE—STEAMFITTER'S HELPER.

SYMBOL (UB SH I).

Rate of Compensation: 43¾ *cents per hour.*

Description of Duties of This Title.

The duties of incumbents of these positions are to carry tools and materials; help steamfitter thread pipe and drill holes, and carry radiators and hold materials in place.

TITLE—STONEMASON'S HELPER.

SYMBOL (UB StH I).

Description of Duties of This Title.

The duties of incumbents of these positions include mixing mortar and carrying hods of brick and mortar to bricklayers and stonemasons.

Rate of Compensation:
50 *cents per hour.*

TITLE—TAPPER'S HELPER.

SYMBOL (UB TH I).

Description of Duties of This Title.

The duties of incumbents of these positions are to carry materials and tools for tapper; drive truck or wagon with supplies; and assist tapper in inserting taps in city water mains.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*

HOUSE MECHANIC GROUP.

SYMBOL (UB HMk I).

Definition of This Group.

The term "House Mechanic Group" is applied to positions, the duties of incumbents of which are to be responsible for assistance in the general up-keep of dwellings or other buildings, including painting, sizing, papering, repairing heating plants, faucets and fixtures.

GRADE I.

TITLE—JANITOR, HANDYMAN.

SYMBOL (UB HMk I).

Description of Duties of This Title.

The duties of incumbents of these positions are to assist house mechanics in general up-keep, painting, papering, remodeling and repair of buildings, heating plants or similar work.

Range of Compensation:
First Year:
$65.00 *per month.*
Second Year:
$70.00 *per month.*
Third Year:
$75.00 *per month.*

TITLE—HANDYMAN.

SYMBOL (UB HMK I).

Description of Duties of This Title.

The duties of incumbents of these positions are to assist in the general up-keep and temporary repair work in emergencies, such as repairing playground apparatus, hot-bed frames and sashes, gates, mangers, sheds, etc.

Rate of Compensation:
$18.00 *per week.*

GRADE II.

TITLE—HOUSE MECHANIC.

SYMBOL (UB HMk II).

Description of Duties of This Title.

The duties of incumbents of these positions include attending to general repairs in residence or office buildings; taking care of heating plant, radiators and thermostats; repairing faucets and other fixtures and directing the cleaning, remodeling and repair of dwellings.

Range of Compensation:
First Year:
$85.00 *per month.*
Second Year:
$90.00 *per month.*
Third Year:
$95.00 *per month.*

KEEPER GROUP.

SYMBOL (UB K).

Definition of This Group.

The term "Keeper Group" is applied to those employments, the incumbents of which are responsible for the cleanliness, appearance and general upkeep of some assigned grounds, station or particular part of same.

GRADE I.

TITLE—GATE KEEPER.

SYMBOL (UB KG I).

Description of Duties of This Title.

The duties of incumbents of these positions are to attend to gates admitting the supply of water to and from coagulant house, settling basins and wash house.

Range of Compensation:
First Year:
$65.00 *per month.*
Second Year:
$70.00 *per month.*
Third Year:
$75.00 *per month.*

TITLE—PARK KEEPER.

SYMBOL (UB KP I).

Description of Duties of This Title.

The duties of incumbents of these positions include charge of a small park or portion of park, such as direction of laborers in general upkeep work, cutting lawns, edging paths, cleaning roadways, draining golf links, ball grounds, tennis courts and wet spots and reporting repairs needed not taken care of by labor gang; also guards and protects park property from malicious destruction.

Rate of Compensation:
$70.00 *per month.*

GRADE II.

TITLE—PARK KEEPER.

SYMBOL (UB KP II).

Description of Duties of This Title.

The duties of incumbents of these positions include directing laborers attending to lawns, trees, shrubbery, comfort stations; keeping time of laborers and making reports; general police duty guarding park property from destruction.

Range of Compensation:
First Year:
$80.00 *per month.*
Second Year:
$85.00 *per month.*

GRADE III.

TITLE—PARK KEEPER.

SYMBOL (UB KP III).

Description of Duties of This Title.

The duties of incumbents of these positions include care of large parks or of a portion thereof, such as direction of laborers in general upkeep work, cutting lawns, edging paths, cleaning roadways, draining golf links, ball grounds, tennis courts and wet spots, and reporting repairs needed not taken care of by labor gangs; guards and protects park property from malicious destruction.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Residence furnished.
At Fairgrounds Park, $20.00 *per month additional in lieu of residence.*

TITLE—PARK KEEPER.

SYMBOL (UB KP IV).

Description of Duties of This Title.

The duties of incumbents of these positions include supervision of employes engaged in the maintenance and up-keep of Forest Park.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$105.00 *per month.*
Third Year:
$110.00 *per month.*
Residence furnished.

GRADE I.

TITLE—MARKET MASTER.

SYMBOL (UB KM I).

Description of Duties of This Title.

The duties of incumbents of these positions are to be responsible for the cleanliness, appearance and condition of public markets; to assign stalls and see that tenants or temporary occupants comply with the regulations regarding public health, safety and obstruction of traffic; to assign stalls or spaces temporarily vacant to vendors; and may be required to collect rent and fees and account for same to comptroller.

Range of Compensation:
First Year:
$75.00 *per month.*
Second Year:
$80.00 *per month.*
Third Year:
$85.00 *per month.*

GRADE II.

TITLE MARKET MASTER.

(SYMBOL (UB KM II).

Description of Duties of This Title.

The duties of incumbents of these positions are to exercise complete supervision over a large public market, including supervision of other employes; to be responsible for the cleanliness and appearance of market and for the enforcement of regulations regarding public health, safety and obstruction of traffic; may be required to collect rents and fees and account for same to comptroller.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$120.00 *per month.*
Fourth Year:
$125.00 *per month.*

MACHINE BROOM WORKER GROUP.

Rate of Compensation: $75.00 *per month.*

SYMBOL (UB MBW).

Definition of This Group.

The term "Machine Broom Worker Group" is applied to positions, the duties of incumbents of which are to make fiber brooms for street machine sweepers, and to repair and replace wornout brooms. There is but one position, Grade I (Symbol [UB MBW I]).

MOTOR DRIVER GROUP.

SYMBOL (UB Ch).

Definition of This Group.

The term "Motor Driver Group" is applied to those offices or employments of the Unskilled Labor Schedule in which incumbents are required to operate and to make minor repairs to motor vehicles and motor boats, to have charge of the activities of a municipal garage, or to direct an entire garage system.

GRADE I.

TITLE—CHAUFFEUR.

Rate of Compensation: $20.00 *per week.*

SYMBOL (UB Ch I).

Description of Duties of This Title.

The duties of incumbents of these positions are to operate; to make minor repairs and adjustment on and to clean, oil and maintain in good running condition passenger carrying automobiles; to keep trip records of speedometer readings, places visited with time elapsed, oil and gasoline consumed and detailed expense incurred in repairs. This title does not cover Institutional Chauffeur who performs other duties in addition to driving. (UN Ar Ch I).

TITLE—AMBULANCE CHAUFFEUR.

SYMBOL (UB ChA I).

Rate of Compensation:
$20.00 *per week.*

Description of Duties of This Title.

The duties of incumbents of these positions are to drive at high speed when necessary; to make minor repairs and adjustments on, to clean, oil and maintain in good running condition motor ambulances; to deliver injured or sick persons directed to hospital or dispensary.

TITLE—PASSENGER BUS CHAUFFEUR.

SYMBOL (UB CH B I).

Rate of Compensation:
$90.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions are to drive a large passenger bus in Forest Park; to collect fares from passengers and account for same to chief clerk of Park Division; to make minor repairs on, to clean, oil and maintain bus in good running condition.

TITLE—CHAUFFEUR, TRUCK.

SYMBOL (UB ChT I).

Rate of Compensation:
$18.00 *per week* (2 *ton*).
$20.00 *per week* (*over* 2 *ton*).

Description of Duties of This Title.

The duties of incumbents of these positions are to operate, to make minor repairs and adjustments on and to clean, oil and maintain in good running condition delivery motor trucks, to load, unload, check and make record of supplies received and delivered.

GRADE II.

TITLE—AMBULANCE CHAUFFEUR FOREMAN.

SYMBOL (UB ChA II).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and be responsible for the work of employes in Grade I and of helpers in their own or related trades, including the planning and estimating of the cost of work, the requisition of and accounting for materials used, the care of machinery, tools and equipment, and to perform the work of Grade I, when required.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

TITLE—CHAUFFEUR TRUCK FOREMAN.

SYMBOL (UB ChT II).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and be responsible for the work of employes in Grade I, and of helpers in their own or related trades, including the planning and estimating of the cost of work, the requisition of and accounting for materials used, and the care of machinery, tools and equipment, and to perform the work of employes in Grade I, when required.

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

MOTORMAN GROUP.

SYMBOL (UB MM).

Definition of This Group.

The term "Motorman Group" is applied to positions, the duties of incumbents of which are to operate electric motor cars under regulations provided for the safety of passengers, pedestrians and vehicles; also to act as conductor and fare collector alternately with conductor, and make reports of fares collected.

GRADE I.

TITLE—MOTORMAN.

SYMBOL (UB MM I).

Rate of Compensation:
$75.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions are to operate electric motor cars under regulations provided for the safety of passengers, pedestrians and vehicles; also to act as conductor and fare collector alternately with conductor, and make reports of fares collected.

TITLE—CONDUCTOR.

SYMBOL (UB MMC I).

Rate of Compensation:
$75.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions are to collect fares; watch out for the safety and comfort of passengers; control stopping and starting of car by signal, and make reports of fares collected, accidents and trips.

GRADE II.

TITLE—TRAFFIC SUPERINTENDENT.

SYMBOL (UB MMC II).

Range of Compensation:
First Year:
$90.00 *per month.*
Second Year:
$95.00 *per month.*
Third Year:
$100.00 *per month.*

Description of Duties of This Title.

The duties of incumbents of these positions include looking after daily traffic; checking with ticket agents; collecting cash boxes from each car and delivering same to main office; making up statistical reports governing operation of cars, accounts, accidents, etc.

PILE DRIVER AND RIGGER GROUP.

SYMBOL (UB P).

Definition of This Group.

The term "Pile Driver and Rigger Group" is applied to employments, the duties of incumbents of which are to rig up derricks, pile drivers and other hoisting machinery with wire cables, ropes, blocks and sheaves; to splice and adjust rope and wire cables; to set up and take down scaffolding, ladders, rigging, tents, and rope attachments to flag poles; and to repair tents, flag swings, canvas covers, and other appliances requiring the services of a rigger.

GRADE I.

TITLE—PILE DRIVER.

SYMBOL (UB P I).

Description of Duties of This Title.

The duties of incumbents of these positions involve difficult manual work requiring skill and dependability in placing timber, concrete, iron, or steel piles for shoring docks, breakwaters and foundations.

Rate of Compensation:
55 *cents per hour (wood and concrete).*
70 *cents per hour (steel and iron).*

TITLE—RIGGERS AND MACHINERY MOVER.

SYMBOL (UB R I).

Description of Duties of This Title.

The duties of incumbents of these positions are to rig up derricks, and other hoisting machinery with wire cables, ropes, blocks and sheaves; to splice and adjust rope and wire cables; to set up and take down scaffolding, ladders, rigging, tents, and rope attachments to flag poles; and to repair tents, flag swings, canvas covers and other appliances requiring the services of a rigger.

Rate of Compensation:
50 *cents per hour.*

GRADE II.

TITLE—PILE DRIVER FOREMAN.

SYMBOL (UB P II).

Description of Duties of This Title.

The duties of incumbents of these positions include charge of the work of a number of employes in Grade I and of helpers in their own or related trades, and to perform the work of Grade I, when required.

Rate of Compensation:
70 *cents per hour (wood and concrete).*
80 *cents per hour (steel and iron).*

TITLE—RIGGER AND MACHINERY MOVER FOREMAN.

SYMBOL (UB R II).

Description of Duties of This Title.

The duties of incumbents of these positions include charge of the work of a number of employes in Grade I and of helpers in their own or related trades, and to perform the work of Grade I, when required.

Rate of Compensations
62½ *cents per hour.*

QUARRYMAN GROUP.

SYMBOL (UB Q).

Definition of This Group.

The term "Quarryman" is applied to those employments of the Unskilled Labor Schedule in which incumbents are required to perform duties pertaining to drilling, blasting and the handling of explosives in the quarrying of stone or in excavating of sewer or water mains through rock.

GRADE I.

Rate of Compensation: $3.75 *per day.*

TITLE—QUARRYMAN.

SYMBOL (UB Q I).

Description of Duties of This Title.

The duties of incumbents of these positions include drilling, blasting and the handling of explosives in the quarrying of stone or in excavating of sewer or water mains through rock; directing of work in the removal of rock and material blasted; and responsibility of providing for the safety of persons in the neighborhood.

RANKING LABORER GROUP.

SYMBOL (UB R).

Definition of This Group.

The term "Ranking Laborer Group" is applied to positions, the incumbents of which comprise individuals performing duties which require an accumulated knowledge of the location of valves in water mains, shut-offs, and connections; of the connections, construction and location of important parts of the sewers; of similar knowledge of other city property acquired through long experience. These positions are filled only by promotion from the ranks of laborers in the department after long service.

GRADE I.

Rate of Compensation: $85.00 *per month.*

TITLE—SECTION MAN.

SYMBOL (UB RSM I).

Description of Duties of This Title.

The duties of incumbents of these positions include all kinds of work in connection with maintenance of water mains, such as digging ditches, laying pipe and keeping in repair; installing and changing fire plugs and stop valves and keeping same in repair, and replacing bursted mains.

TITLE—PIPE LAYER.

SYMBOL (UB RPL I).

Description of Duties of This Title.

The duties of incumbents of these positions include laying water pipe and calking lead joints; putting in connections, moving and resetting fire plugs and stop valves, and general utility work in digging ditches in preparation for mains and repairs.

Rate of Compensation:
$85.00 *per month.*

TITLE—SEWER CLEANER.

SYMBOL (UB RSC I).

Description of Duties of This Title.

The duties of incumbents of these positions include flushing, cleaning and repairing of sewers, inlets and manholes; removal of obstructions in sewers and drains, and assisting in the repair of caved or broken sewers.

Rate of Compensation:
$85.00 *per month.*

TITLE—YARDMAN.

SYMBOL (UB RY I).

Description of Duties of This Title

The duties of incumbents of these positions include receiving and sending out materials, tools and equipment from a central storage yard as directed.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

STABLE WORKER GROUP.

SYMBOL (UB D).

Definition of This Group.

The term "Stable Worker Group" is applied to those employments in which incumbents perform duties incident to the care and driving of horses, maintenance of stables and equipment or to direct the performance of this work.

GRADE I.

TITLE—DRIVER.

Rate of Compensation: $18.00 *per week.*

SYMBOL (UB D I).

Description of Duties of This Title.

The duties of incumbents of these positions are to harness, drive and care for horses while outside the stables, guide and assist while loading, deliver and unload loads, as directed, to transfer or disposal point, and perform duties incident to such work. May do stable duty for team assigned.

TITLE—AMBULANCE DRIVER.

Rate of Compensation: $18.00 *per week.*

SYMBOL (UB DA I).

Description of Duties of This Title.

The duties of incumbents of these positions to to harness, drive and care for horses while outside the stables, deliver injured or sick persons as directed to hospital or dispensary, and perform duties incident to such work. May do stable duty for team assigned.

TITLE—REFUSE COLLECTOR.

SYMBOL (UB DRC I).

Rate of Compensation: $18.00 *per week.*

Description of Duties of This Title.

The duties of incumbents of these positions are to harness, drive and care for horses while outside the stables, guide and assist while loading, deliver and unload loads, as directed, to transfer or disposal point, and perform duties incident to such work. May do stable duty for team assigned.

TITLE—STABLEMAN (HOSTLER).

SYMBOL (UB DS I).

Rate of Compensation: $18.00 *per week.*

Description of Duties of This Title.

The duties of incumbents of these positions are to care for, clean, feed and bed horses, administer exercise as directed by veterinarian; clean stables and equipment; harness teams, care for harness and perform all manual labor incidental to such work.

TITLE—VEHICLE CLEANER (AUTOMOBILE WASHER) (WAGON WASHER).

SYMBOL (UB DCV I).

Rate of Compensation: $18.00 *per week.*

Description of Duties of This Title.

The duties of incumbents of these positions involve washing wagons, polishing and lubricating automobiles, oiling and caring for harness and like equipment, and general stable service when required.

GRADE II.

TITLE—STABLE FOREMAN.

SYMBOL (UB DS II).

Description of Duties of This Title.

The duties of incumbents of these positions are to see that horses and mules and equipment engaged in street cleaning and garbage removal or other work are ready and in condition for use when drivers report for duty; see that drivers leave stables on time, filling places of absent drivers with extra men; general control under superintendent; see that stock is properly fed, watered and taken care of; that stables, sheds and hospital are kept clean and in sanitary condition.

Range of Compensation:
First Year:
$120.00 *per month.*
Second Year:
$125.00 *per month.*
Third Year:
$130.00 *per month.*

GRADE III.

TITLE—SUPERINTENDENT OF STABLES.

SYMBOL (UB DS III).

Description of Duties of This Title.

The duties of incumbents of these positions involve responsibility for the care, maintenance and operation of a stable; charge of hostlers, stablemen and drivers while in the stable; the care of horses, equipment and supplies, and the keeping of necessary records.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2040.00 *per annum.*
Fifth Year:
$2100.00 *per annum.*

SWITCHMAN GROUP.

SYMBOL (UB S).

Definition of This Group.

The term "Switchman Group" is applied to those positions, the duties of incumbents of which are to make up trains, transfer and distribute cars by means of signals; throw switches and operate hand and air brakes.

GRADE I.

TITLE—SWITCHMAN AND BRAKEMAN.

Rate of Compensation: $3.70 *per day.*

SYMBOL (UB S I).

Description of Duties of This Title.

The duties of incumbents of these positions include switching cars, throwing switches, giving signals and similar work.

GRADE II.

TITLE—SWITCH CREW FOREMAN.

Rate of Compensation: $4.00 *per day.*

SYMBOL (UB S II).

Description of Duties of This Title.

The duties of incumbents of these positions include charge of switch engine crews, switching cars and taking loads from Bissell's Point to Baden and Chain of Rocks.

TEAM AND CART EQUIPMENT GROUP.

SYMBOL (UB Tm).

Rate of Compensation: $4.50 *per day.*

Definition of This Group.

The term "Team and Cart Equipment Group" is applied to positions, the duties of incumbents of which are to furnish a team and equipment and their own driver for work by the day in various departments.

TREE TRIMMER GROUP.

SYMBOL (UB T).

Definition of This Group.

The term "Tree Trimmer Group" is applied to positions the duties of incumbents of which are to perform, under direction, work incidental to the planting, spraying and pruning of trees and shrubbery under direction of the City Forester or his assistant.

GRADE I.

TITLE—TREE TRIMMER.

Rate of Compensation: $3.00 *per day.*

SYMOL (UB T I).

Description of Duties of This Title.

The duties of incumbents of these positions are to perform, under direction, manual work incidental to planting, spraying and pruning and removal of dead limbs from trees and shrubbery under direction of the City Forester or his subordinates.

GRADE II.

TITLE—TREE TRIMMER FOREMAN.

Rate of Compensation: $4.00 *per day.*

SYMBOL (UB T II).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and be responsible for work of employes in Grade I and of helpers in same or related groups, and to perform the work of employes in Grade I, when required.

WATCHMAN GROUP.

SYMBOL (UB W).

Definition of This Group.

The term "Watchman Group" is applied to positions the duties of incumbents of which may include cleaning or other light laboring work when so directed, and watchman work in the protection of property, owned or controlled by or in the custody of the City, from theft, fire or other injury or danger.

GRADE I.

TITLE—WATCHMAN.

Rate of Compensation: $60.00 *per month.*

SYMBOL (UB W I).

Description of Duties of This Title.

The duties of incumbents of these positions are to act as watchman night or day in protection of city property and perform such incidental duties as to set out danger signals and see that blockades are up around trenches or excavations, or cave-ins; and to keep heating systems going during night in small buildings where there is no regular fireman.

UNSKILLED LABOR SCHEDULE

INSTITUTIONAL BRANCH.

SYMBOL (UN)

Definition of This Branch.

The term "Institutional Branch" is applied to those offices or employments, the duties of whose incumbents are to perform non-professional work incident to the maintenance and operation of city hospitals or charitable or correctional institutions, and to the care of patients or inmates.

ARTISAN GROUP.

SYMBOL (UN Ar).

Definition of This Group.

The term "Artisan Group" is applied to those offices or employments of the Institutional Branch in which incumbents are required to perform handicraft work incident to the maintenance of city hospitals or charitable or correctional institutions.

TITLE—BARBER.

SYMBOL (UN ArB I).

Description of Duties of This Title.

The duties of incumbents of these positions are to shave and cut the hair of patients or inmates of City institutions.

Rate of Compensation:
$16.00 *per week.*
Room, board and laundry furnished.

TITLE—BROOM MAKER.

SYMBOL (UN ArBM I).

Description of Duties of This Title.

The duties of incumbents of these positions are to instruct inmates or patients in broom and brush making; to be responsible for their conduct and progress; to keep a record of and be responsible for materials used and product turned out; to perform such other related work as may be required.

Range of Compensation:
First Year:
$40.00 *per month.*
Second Year:
$42.50 *per month.*
Third Year:
$45.00 *per month.*
Room, board and laundry furnished.

GRADE I.

TITLE—CHAUFFEUR, INSTITUTIONAL.

SYMBOL (UN ArCh I).

Description of Duties of This Title.

The duties of incumbents of these positions are to operate, repair, overhaul, clean and oil automobiles and auto trucks; to load, unload, check and record supplies and materials transported; to keep records of gasoline and oil consumed, and of expenses incurred in maintenance and operation of automobiles and to assume responsibility for and assist in such other related work as may be required.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$37.50 *per month.*
Third Year:
$40.00 *per month.*
Fourth Year:
$42.50 *per month.*
Fifth Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—FURNITURE REPAIRER.

SYMBOL (UN ArF I).

Description of Duties of This Title.

The duties of incumbents of these positions are to repair broken furniture; to overhaul, refinish and make useful old or discarded furniture; to train inmates or patients so that they may assist in the work; to perform such other related work as may be required.

Range of Compensation:
First Year:
$40.00 *per month.*
Second Year:
$42.50 *per month.*
Third Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—MATTRESS MAKER.

SYMBOL (UN ArM I).

Description of Duties of This Title.

The duties of incumbents of these positions are to make new mattresses; to work over and renovate old mattresses; to train inmates or patients so that they may assist in the work; to perform such other related work as may be required.

Range of Compensation:
First Year:
$40.00 *per month.*
Second Year:
$42.50 *per month.*
Third Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—PICTURE FRAMER.

SYMBOL (UN ArP I).

Description of Duties of This Title.

The duties of incumbents of these positions are to make new frames for pictures furnished or to repair and refinish damaged frames; to train inmates or patients so that they may assist in the work; to perform such other related work as may be required.

Range of Compensation:
First Year:
$40.00 *per month.*
Second Year:
$42.50 *per month.*
Third Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—SEAMSTRESS.

SYMBOL (UN ArS I).

Description of Duties of This Title.

The duties of incumbents of these positions consist of operating power sewing machines; to do plain sewing by hand or by machine, and to instruct and assist patients or inmates in the performance of such work.

Range of Compensation:
First Year:
$25.00 *per month.*
Second Year:
$27.50 *per month.*
Third Year:
$30.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 3-year range as follows:
$30.00, $32.50, $35.00.

TITLE—SHOEMAKER.

SYMBOL (UN ArSM I).

Description of Duties of This Title.

The duties of incumbents of these positions are to manufacture and repair shoes for inmates or patients; to train inmates or patients so that they may assist in the work; to perform such other related work as may be required.

Range of Compensation:
First Year:
$40.00 *per month.*
Second Year:
$42.50 *per month.*
Third Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—SOAPMAKER.

SYMBOL (UN ArSp I).

Description of Duties of this Title.

The duties of incumbents of these positions are to make soap for cleaning purposes in the City institutions; to train inmates or patients so that they may assist in the work; to perform such related work as may be required.

Range of Compensation:
First Year:
$40.00 *per month.*
Second Year:
$42.50 *per month.*
Third Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—WEAVER.

SYMBOL (UN ArW I).

Description of Duties of This Title.

The duties of incumbents of these positions are to operate carpet-weaving looms in City institutions; to train inmates or patients in carpet-making so that they may assist in the work; to perform such other related work as may be required.

Range of Compensation:
First Year:
$40.00 *per month.*
Second Year:
$42.50 *per month.*
Third Year:
$45.00 *per month.*
Room, board and laundry furnished.

GRADE II.

TITLE—SEAMSTRESS, HEAD.

SYMBOL (UN ArS II).

Description of Duties of This Title.

The duties of incumbents of these positions consist of overseeing and inspection of all work done in the sewing department; cutting of all materials to be made into garments and linens; keeping account of all items of goods received, and of all articles manufactured and sent to different departments; and assuming complete responsibility for work and employes in sewing room.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$37.50 *per month.*
Third Year:
$40.00 *per month.*
Fourth Year:
$42.50 *per month.*
Fifth Year:
$45.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 4-year range as follows:
$40.00, $42.50, $45.00, $47.50.

TITLE—TAILORESS.

SYMBOL (UN ArT II).

Description of Duties of This Title.

The duties of incumbents of these positions consist of the overseeing and inspection of all work done in the sewing department; cutting of all garments, coats, trousers, shirts, overalls waists, dresses, caps, suspenders, gowns, linens, underwear, awnings, etc.; inspection of all garments received each day from laundry; teaching the girls sewing, mending and darning; keeping account of all items of goods received and of all articles manufactured and sent to different departments; keeping account books of all work done each day by the girls.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$37.50 *per month.*
Third Year:
$40.00 *per month.*
Fourth Year:
$42.50 *per month.*
Fifth Year:
$45.00 *per month.*
Room, board and laundry furnished.

ATTENDANT GROUP.

SYMBOL (UN At).

Definition of This Group.

The term "Attendant Group" is used to identify those authorized employments of the Institutional Branch, the incumbents of which are required to perform, under supervision, those non-professional duties involved in the care and treatment of patients and inmates confined in the city hospitals and institutions.

GRADE I.

TITLE—DAY ATTENDANT (CLASS A), Charge of Acute Insane.

SYMBOL (UN AtD IA).

Description of Duties of This Title.

The duties of incumbents of these positions include: Care, under supervision, of a group of assigned patients or inmates; keeping order and discipline; doing ward duty, such as bathing, dressing and undressing patients; maintaining cleanliness of patients, their beds and clothing; and performing such other related work as may be assigned.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$37.50 *per month.*
Third Year:
$40.00 *per month.*
Fourth Year:
$42.50 *per month.*
Fifth Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—DAY ATTENDANT (CLASS B), Charge of Insane, Other Than Acute.

SYMBOL (UN AtD IB).

Description of Duties of This Title.

The duties of incumbents of these positions include: Care, under supervision, of a group of assigned patients or inmates, other than acutely insane; keeping order and discipline; directing a group of patients in the performance of household, or other work; doing ward duty such as bathing, dressing and undressing patients; maintaining cleanliness of patients, their beds and clothing; and performing such other related work as may be assigned.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Fourth Year:
$37.50 *per month.*
Fifth Year:
$40.00 *per month.*
Room, board and laundry furnished.

TITLE—NIGHT ATTENDANT (CLASS A), Charge of Acute Insane.

SYMBOL (UN AtN IA).

Description of Duties of This Title.

The duties of incumbents of these positions include: Assisting patients in undressing to retire; keeping a close watch on the ward during the night; preventing, as far as possible, noisy patients from interfering with the sleep of other patients; superintending the rising of all patients at proper time; helping patients to dress and wash, and performing such other related work as may be assigned.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$37 50 *per month.*
Third Year:
$40.00 *per month.*
Fourth Year:
$42.50 *per month.*
Fifth Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—NIGHT ATTENDANT (CLASS B), Charge of Insane Other Than Acute.

SYMBOL (UN At N IB).

Description of Duties of This Title.

The duties of incumbents of these positions include: Care during the night of a group of assigned patients, who are not acutely insane; assisting patients in undressing to retire; keeping a close watch on the ward during the night; preventing, as far as possible, noisy patients from interfering with the sleep of other patients; superintending the rising of all patients at proper time; helping patients to dress and wash, and performing such other related work as may be assigned.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Fourth Year:
$37.50 *per month.*
Fifth Year:
$40.00 *per month.*
Room, board and laundry furnished.

TITLE—ATTENDANT, MUNICIPAL LODGING HOUSE.

SYMBOL (UN At M L I).

The duties of incumbents of these positions are to exercise under supervision the direction of a watch at Municipal Lodging House; admission and registration of inmates; assignment of beds; keeping order and discipline; assignment of work to inmates; keeping of memoranda for records; such other related work as be assigned.

Rate of Compensation:
$60.00 *per month.*

TITLE—RELIEF ATTENDANT.

SYMBOL (UN AtR I).

Description of Duties of This Title.

The duties of incumbents of these positions consist of relief duty in the various departments of the Industrial School.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Fourth Year:
$37.50 *per month.*
Fifth Year:
$40.00 *per month.*
Room, board and laundry furnished.

TITLE—ASSISTANT DAY DIRECTOR.

SYMBOL (UN AtDD I).

Description of Duties of This Title.

The duties of incumbents of these positions are to assist in teaching, to direct and to participate in recreational activities of boys; to spend part of time in store-room, filling orders for daily rations or to perform other minor clerical work in office; to watch and direct welfare of boys in the institution; and to substitute for day director when he is off duty.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Fourth Year:
$37.50 *per month.*
Fifth Year:
$40.00 *per month.*
Room, board and laundry furnished.

TITLE—CHILDREN'S ATTENDANT.

SYMBOL (UN At CI).

Description of Duties of This Title.

The duties of incumbents of these positions are to take the children at the Industrial School to their meals and see to it that all are properly served; to look after their cleanliness of person, clothing, combing of hair, etc.; to see that all children are properly bathed at regular periods; and to take care of hair cutting, etc.; to instruct the children through these details, on principles of proper personal hygiene.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Fourth Year:
$37.50 *per month.*
Fifth Year:
$40.00 *per month.*
Room, board and laundry furnished.

TITLE—ORDERLY.

SYMBOL (UN At O I).

Description of Duties of This Title.

The duties of incumbents of these positions are to perform manual work, under the direction of nurses or physicians, involving the maintaining of cleanliness of patients or inmates, their beds and clothing; to make minor dressings, under the direction of a physician and any other related work that may be required.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Fourth Year:
$37.50 *per month.*
Fifth Year:
$40.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 4-year range as follows:
$35.00, $37.50, $40.00, $45.00.

TITLE—STRETCHER CARRIER.

SYMBOL (UN AtSC I).

Description of Duties of This Title.

The duties of incumbents of these positions are to perform manual labor necessary to convey patients from ambulance to bath room, to bathe patients, to transfer patients to assigned wards, to remove dead bodies to the Morgue Room, and to perform any other related work that may be assigned.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Room, board and laundry furnished

TITLE—SUPERVISOR OF INMATES.

SYMBOL (UN AtS I).

Description of Duties of This Title.

The duties of incumbents of these positions at the Infirmary and Sanitarium include detail work either in yard, farm, garden or road work, assigning the work, keeping all inmates in the crew busy, and preventing their escape.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$37.50 *per month.*
Third Year:
$40.00 *per month.*
Fourth Year:
$42.50 *per month.*
Fifth Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—NIGHT SUPERVISOR, INDUSTRIAL SCHOOL.

SYMBOL (UN AtSN I).

Description of Duties of This Title.

The duties of incumbents of these positions at the Industrial School consist of supervision of the girls' building during the night; putting the children to bed; tending to their needs; making a tour of the dormitories every half hour to see that all are in their places; ringing up on the signal board after each tour; getting the children up in the morning and helping them dress and get ready for breakfast.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Fourth Year:
$37.50 *per month.*
Fifth Year:
$40.00 *per month.*
Room, board and laundry furnished.

GRADE II.

TITLE—HEAD ATTENDANT (CLASS A), Charge of Acute Insane.

SYMBOL (UN At HII A).

Description of Duties of This Title.

The duties of incumbents of these positions, which involve the charge of employes in Grade I or inmates, are to supervise, be responsible for and assist in the housework and other related work connected with the maintenance of division of a city hospital or institution.

Range of Compensation:
First Year:
$45.00 *per month.*
Second Year:
$47.50 *per month.*
Third Year:
$50.00 *per month.*
Room, board and laundry furnished.

TITLE—HEAD ATTENDANT (CLASS B), Charge of Insane Other Than Acute.

SYMBOL (UN At H IIB).

Description of Duties of This Title.

The duties of incumbents of these positions, which involve the charge of employes in Grade I or inmates, are to supervise, be responsible for and assist in the housework and other related work connected with the maintenance of a ward of insane patients other than the acutely insane, in a city hospital or institution.

Range of Compensation:
First Year:
$40.00 *per month.*
Second Year:
$42.50 *per month.*
Third Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—COTTAGE HEAD.

SYMBOL (UN AtCH II).

Description of Duties of This Title.

The duties of incumbents of these positions are to act as house father in a cottage for an assigned group of boys; to instruct the boys, direct their work and assist them in handicraft work.

Range of Compensation:
First Year:
$50.00 *per month.*
Second Year:
$55.00 *per month.*
Third Year:
$60.00 *per month.*
Room, board and laundry furnished.

TITLE—COTTAGE MATRON.

SYMBOL (UN AtCM II).

Description of Duties of This Title.

The duties of incumbents of these positions are to act as house mother in a cottage for assigned groups of boys, and to instruct the boys, direct their work and assist them in the performance of houshold work, cooking, baking scrubbing, bed making, laundry work, etc.

Range of Compensation:
First Year:
$50.00 *per month.*
Second Year:
$55.00 *per month.*
Third Year:
$60.00 *per month.*
Room, board and laundry furnished.

TITLE—DIRECTOR, INDUSTRIAL SCHOOL (Day or Night.)

SYMBOL (UN AtDD II).

Description of Duties of This Title.

The duties of incumbents of these positions are to teach, direct and supervise the boys in recreational activities; to teach and inculcate habits of personal cleanliness of body and of clothing; and to give training in table manners and general manly conduct. They are responsible for the custody of all inmates in their charge.

Range of Compensation:
First Year:
$55.00 *per month.*
Second Year:
$57.50 *per month.*
Third Year:
$60.00 *per month.*
Fourth Year:
$62.50 *per month.*
Fifth Year:
$65.00 *per month.*
Room, board and laundry furnished.

GRADE III.

TITLE—SUPERVISOR OF INSANE.

SYMBOL (UN AtS III).

Description of Duties of This Title.

The duties of incumbents of these positions are to assign, instruct and be responsible for and assist attendants and other employes in the dicharge of their duties; to plan and direct employes and patients engaged in manufacturing or industrial operations; and to perform such other related work as may be required.

Range of Compensation:
First Year:
$55.00 *per month.*
Second Year:
$57.50 *per month.*
Third Year:
$60.00 *per month.*
Fourth Year:
$62.50 *per month.*
Fifth Year:
$65.00 *per month.*
Room, board and laundry furnished.

CULINARY WORKER GROUP.

SYMBOL (UN C).

Definition of This Group.

The term "Culinary Worker Group" is applied to those employments of the Institutional Schedule in which incumbents are required to assist in the preparation, serving or distribution of food, or to maintain cleanliness of kitchens and dining rooms, including their equipment.

GRADE I.

TITLE—DIET KITCHEN MAID.

SYMBOL (UN CDK I).

Description of Duties of This Title.

The duties of incumbents of these positions are to assume charge of a ward diet kitchen, involving operation of steam table, to keep food at proper temperature; preparing for each patient individual service tray with dish, service plate silver and napkin; arranging all prepared trays on tray rack to be ready for service at feeding time; serving patients regular diets. (Special diets are served by nurses). Washing dishes, cleaning kitchen and such other related work as may be assigned.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Room, board and laundry furnished.

TITLE—DINING ROOM GIRL.

SYMBOL (UN CDR I).

Description of Duties of This Title.

The duties of incumbents of these positions are to take charge of a dining room or section thereof assigned for serving meals to employes or inmates or in the apartment of the superintendent. The work involves the setting of tables, serving food from steam table or kitchen, waiting on table, removing dishes after meal; responsibility for the cleanliness of dining room and equipment or section thereof assigned and the performance of such other related work as may be required.

Range of Compensation:
First Year:
$25.00 *per month.*
Second Year:
$27.50 *per month.*
Third Year:
$30.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 3-year range as follows:
$30.00, $32.50, $35.00.

TITLE—KITCHEN HELP (MALE OR FEMALE).

SYMBOL (UN CKH I).

Description of Duties of This Title.

The duties of incumbents of these positions are to assist in the maintenance of cleanliness in the kitchens and any other related work that may be assigned. Assignments may be washing dishes by hand or by machine, washing glasses and glassware by hand; scouring silver, washing pots and pans, and scrubbing sinks and drains.

Range of Compensation:
First Year:
$25.00 *per month.*
Second Year:
$27.50 *per month.*
Third Year:
$30.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 3-year range as follows:
$30.00, $32.50, $35.00.

TITLE—VEGETABLE MAN OR WOMAN.

SYMBOL (UN CV I).

Description of Duties of This Title.

The duties of incumbents of these positions are to pare, clean and prepare vegetables for ready use in the kitchen and such other related work as may be assigned.

Range of Compensation:
First Year:
$25.00 *per month.*
Second Year:
$27.50 *per month.*
Third Year:
$30.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 3-year range as follows:
$30.00, $32.50, $35.00.

GRADE II.

TITLE—COOK'S ASSISTANT.

SYMBOL (UN CCA II).

Description of Duties of This Title.

The duties of incumbents of these positions are to act as cook in the superintendent's residence, or for a small number of people; to perform minor work as a cook, such as preparing midnight lunch for employes, or any other related work with less responsibility than would place the position in the Skilled Trades Schedule.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$37.50 *per month.*
Third Year:
$40.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 3-year range as follows:
$40.00, $42.50, $45.00.

HELPER GROUP.

SYMBOL (UN H).

Definition of This Group.

The term "Helper Group" is applied to those offices or employments of the Institutional Schedule in which incumbents are required to perform domestic or other minor manual labor, incident to the maintenance of city hospitals or institutions, other than the duties performed by persons in the Attendant, Artisan, Culinary, Laundry, Office or Practical Nurse Groups.

TITLE—CLOTHES ROOM MAN.

SYMBOL (UN HCR I).

Description of Duties of This Title.

The duties of incumbents of these positions are to assume responsibility for the thorough fumigating of all wearing apparel of patients; sealing the clothing of each patient in a large dust proof paper bag; checking the bags for return to the rightful owners; when patients are about to be discharged, to deliver their belongings to them in the dressing room; and such other related work as may be assigned.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Room, board and laundry furnished.

TITLE—INSTITUTIONAL ELEVATOR-MAN.

SYMBL (UN H E I).

Description of Duties of This Title.

The duties of incumbents of these positions include operation of elevators in city hospitals or institutions; responsibility for measures necessary for the safety of passengers.

Range of Compensation:
First Year:
$25.00 *per month.*
Second Year:
$27.50 *per month.*
Third Year:
$30.00 *per month.*
Room, board and laundry furnished.

TITLE—FARM HAND.

SYMBOL (UN HF I).

Description of Duties of This Title.

The duties of incumbents of these positions are to be responsible for work involving dairying, truck gardening, caring for and handling live stock, general hauling, caring for grounds, walks, fences, arbors and trees, where such work is not otherwise provided for, and to perform such related work in the operation and maintenance of a farm as may be required.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Fourth Year:
$37.50 *per month.*
Fifth Year:
$40.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 4-year range as follows:
$35.00, $37.50, $40.00, $42.50.

TITLE—GARDENER, INSTITUTIONAL.

SYMBOL (UN HGr I).

Description of Duties of This Title.

The duties of incumbents of these positions are to be responsible for and assist in garden work involving the cultivation of vegetables, fruits, flowers, lawns and shrubbery; charge of employes or inmates doing work on grounds, roads and walks, not otherwise provided for, and the instruction and direction of inmates in agricultural pursuits.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Fourth Year:
$37.50 *per month.*
Fifth Year:
$40.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 4-year range as follows:
$35.00, $37.50, $40.00, $42.50.

TITLE—HOUSEGIRL.

SYMBOL (UN HHG I).

Description of Duties of This Title.

The duties of incumbents of these positions are to perfom, under supervision, the simplest routine duties connected with housekeeping in an assigned division of the institutions, such as nurses' quarters, ward building or superintendent's apartment; to perform simple household work required of a chambermaid; to do scrubbing of floors, washing and polishing woodwork and such other related work as may be required.

Range of Compensation:
First Year:
$25.00 *per month.*
Second Year:
$27.50 *per month.*
Third Year:
$30.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 3-year range as follows:
$30.00, $32.50, $35.00.

TITLE—HOUSEMAN.

SYMBOL (UN HHM I).

Description of Duties of This Title.

The duties of incumbents of these positions are to collect all laundry from buildings, fumigate same and deliver to laundry; to carry meals, ice and milk to various divisions; to operate sterilizer; remove bodies to morgue room and care of morgue; remove refuse and do any other related work that may be required.

Range of Compensation:
First Year:
$25.00 *per month.*
Second Year:
$27.50 *per month.*
Third Year:
$30.00 *per month.*
Room, board and laundry furnished.

TITLE—LINEN COUNTER.

SYMBOL (UN HLC I).

Description of Duties of This Title.

The duties of incumbents of these positions are to check laundry in and out of linen room and distribute same; recount and recheck into laundry all soiled linens from divisions; and make proper records and turn in daily report.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 3-year range as follows:
$35.00, $37.50, $40.00.

TITLE—MORGUE KEEPER.

SYMBOL (UN HMK I).

Description of Duties of This Title.

The duties of the incumbents of these positions are to receive bodies from divisions, to keep records of names, deliver bodies and clothing to undertakers, and help physicians on autopsies.

Range of Compensation:
First Year:
$40.00 *per month.*
Second Year:
$42.50 *per month.*
Third Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—PORTER.

SYMBOL (UN HP I).

Description of Duties of This Title.

The duties of incumbents of these positions are to perform, under supervision, routine manual labor necessary to the cleanliness of the institution, to wash windows, scrub or mop floors and corridors, burn garbage and any other related work that may be required.

Range of Compensation:
First Year:
$25.00 *per month.*
Second Year:
$27.50 *per month.*
Third Year:
$30.00 *per month.*
Room, board and laundry furnished.

TITLE—SCRUBWOMAN.

SYMBOL (UN HS I).

Description of Duties of This Title.

The duties of incumbents of these positions are to perform, under supervision, manual work necessary to the cleanliness of the institution and which is not otherwise provided for; to scrub floors and to wash woodwork and to perform such other related work as may be required.

Range of Compensation:
First Year:
$25.00 *per month.*
Second Year:
$27.50 *per month.*
Third Year:
$30.00 *per month.*
Room, Board and laundry furnished. At Koch Hospital, 3-year range as follows:
$30.00, $32.50, $35.00.

TITLE—SEXTON.

SYMBOL (UN HSx I).

Description of Duties of This Title.

The duties of incumbents of these positions are to assume responsibility for the care of Public Cemetery and to bury therein all unclaimed bodies that are not otherwise disposed of; to have charge of the dead bodies at the Infirmary, and of the Morgue Room.

Range of Compensation:
First Year:
$25.00 *per month.*
Second Year:
$27.50 *per month.*
Third Year:
$30.00 *per month.*
Room, board and laundry furnished.

TITLE—STABLEMAN, INSTITUTIONAL.

SYMBOL (UN HSt I).

Description of Duties of This Title.

The duties of incumbents of these positions are to take charge of the stables and other outbuildings at the city institutions; to be responsible for and assist in the driving, grooming, feeding and caring for horses and cleaning and care of harness, wagons, equipment, stables and barns; and to assist in such other related work as may be required.

Range of Compensation:
First Year:
$30.00 *per month.*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Fourth Year:
$37.50 *per month.*
Fifth Year:
$40.00 *per month.*
Room, board and laundry furnished. At Koch Hospital 4-year range as follows:
$35.00, $37.50, $40.00, $42.50.

TITLE—UTILITY MAN, Bellefontaine Farms.

SYMBOL (UN HU I).

Description of Duties of This Title.

The duties of incumbents of these positions are to perform various details around a farm such as milking, driving truck to town for supplies, grading, digging ditches, building fences, working in storeroom, checking supplies in and out, and performing any other assigned work that is not otherwise provided for.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$37.50 *per month.*
Third Year:
$40.00 *per month.*
Fourth Year:
$42.50 *per month.*
Fifth Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—TRUCKMAN.

SYMBOL (UN HT I).

Description of Duties of This Title.

The duties of incumbents of these positions are to deliver food and supplies by truck to various divisions of the city institutions, to collect garbage and deliver same to incinerator-man, to clean truckways in basement and to perform such other related work as may be required.

Range of Compensation:
First Year:
$25.00 *per month.*
Second Year:
$27.50 *per month.*
Third Year:
$30.00 *per month.*
Fourth Year:
$32.50 *per month.*
Fifth Year:
$35.00 *per month.*
Room, board and laundry furnished.

TITLE—WATCHMAN, INSTITUTIONAL.

SYMBOL (UN HW I).

Description of Duties of This Title.

The duties of incumbents of these positions are to patrol the grounds at night; to try all doors of buildings and out buildings, to see that they are securely locked; to see that the electric lights are turned off at the proper time; to make tours through the wards and if any of the patients or inmates are sick or in distress to call one of the physicians; to transfer patients or inmates from the wards to the hospital ward; in case of the death of a patient or inmate, to remove the body to the Morgue Room; to attend to any emergency that may arise between the hours of 6:30 p. m. and 6 a. m.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$37.50 *per month.*
Third Year:
$40.00 *per month.*
Fourth Year:
$42.50 *per month.*
Fifth Year:
$45.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 4-year range as follows:
$40.00, $42.50, $45.00, $47.50.

GRADE II.

TITLE—HOUSEKEEPER.

SYMBOL (UN HHK II).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct and perform household work, such as cleaning of living, eating and sleeping quarters; direct employes in the preparing and serving of food; assign and instruct employes, patients or inmates in household duties.

Range of Compensation:
First Year:
$30.00 *per month,*
Second Year:
$32.50 *per month.*
Third Year:
$35.00 *per month.*
Fourth Year:
$37.50 *per month.*
Fifth Year:
$40.00 *per month.*
Room, board and laundry furnished.

LAUNDRY GROUP.

SYMBOL (UN L).

Definition of This Group.

The term "Laundry Group" is applied to those offices or employments of the Institutional Branch in which incumbents are required to perform or direct the performance of laundry work in city institutions.

GRADE I.

TITLE—LAUNDRYMAN.

SYMBOL (UN LL I).

Description of Duties of This Title.

The duties of incumbents of these positions are to operate the washer and wringer machines; to deliver laundry to various divisions and to perform such other related work as may be required.

Range of Compensation:
First Year:
$40.00 *per month.*
Second Year:
$42.50 *per month.*
Third Year:
$45.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 3-year range as follows:
$45.00, $47.50, $50.00.

TITLE—ASSISTANT LAUNDRESS.

SYMBOL (UN LA I).

Description of Duties of This Title.

The duties of incumbents of these positions are to perform the detail laundry work which may involve one of the following assignments: Marking, assorting, starching, shaking, feeding and folding for mangle, operating bosom or body ironer, hand-ironing or any other detail that may be required.

Range of Compensation:
First Year:
$25.00 *per month.*
Second Year:
$27.50 *per month.*
Third Year:
$30.00 *per month.*
Room, board and laundry furnished. At Koch Hospital. 3-year range as follows:
$30.00, $32.50, $35.00.

GRADE II.

TITLE—LAUNDRESS, HEAD.

SYMBOL (UN LH II).

Description of Duties of This Title.

The duties of incumbents of these positions are to take charge of the more responsible detail work; checking in personal laundry; assisting and directing the starching, ironing, operation of bosom or body ironer; giving attention at the proper time to whatever detail is necessary to get the work out on time, and to perform such other related work as may be required.

Range of Compensation:
First Year:
$40.00 *per month.*
Second Year:
$42.50 *per month.*
Third Year:
$45.00 *per month.*
Room, board and laundry furnished. At Koch Hosptal, 3-year range as follows:
$45.00, $47.50, $50.00.

GRADE III.

TITLE—LAUNDRYMAN, CHIEF.

SYMBOL (UN LH III).

Description of Duties of This Title.

The duties of incumbents of these positions are to direct, and be responsible for the laundry service of a city institution, involving the instruction and direction of employes and patients or inmates assigned thereto, and the direction and performance of such other related work as may be required.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$72.50 *per month.*
Third Year:
$75.00 *per month.*
Fourth Year:
$77.50 *per month.*
Fifth Year:
$80.00 *per month.*
Room, board and laundry furnished.

OFFICE GROUP.

SYMBOL (UN Of).

Definition of This Group.

The term "Office Group" is applied to those offices or employments of the Institutional Branch in which incumbents are required to perform routine or specialized clerical work in city institutions.

GRADE I.

TITLE—DOORMAN.

SYMBOL (UN OfD I).

Description of Duties of This Title.

The duties of incumbents of these positions are to receive, direct and give information to visitors; to answer telephone calls regarding patients or inmates; occasionally operate switchboards; to act as general information clerk; to perform such minor clerical work as may be assigned and to perform any other related work that may be required.

Range of Compensation:
First Year:
$70.00 *per month.*
Second Year:
$75.00 *per month.*
Third Year:
$80.00 *per month.*
Fourth Year:
$80.00 *per month.*
Fifth Year:
$85.00 *per month.*

TITLE—LIBRARIAN.

SYMBOL (UN OfL I).

Description of Duties of This Title.

The duties of incumbents of these positions are to examine, annotate, classify, calendar, catalog, file, index, cross-index, preserve and loan books, papers, magazine articles and other library material and to organize such materials for reference use.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$37.50 *per month.*
Third Year:
$40.00 *per month.*
Fourth Year:
$42.50 *per month.*
Fifth Year:
$45.00 *per month.*
Room, board and laundry furnished.

TITLE—MESSENGER, INSTITUTIONAL.

SYMBOL (UN OfM I).

Description of Duties of This Title.

The duties of incumbents of these positions are to carry and deliver messages from the Sanitarium, Isolation Hospital or Infirmary to the Hospital Commissioner's office and vice versa, or to deliver messages from one institution to another.

Range of Compensation:
First Year:
$20.00 *per month.*
Second Year:
$22.50 *per month.*
Third Year:
$25.00 *per month.*

TITLE—SOCIAL SERVICE WORKER, INSTITUTIONAL.

SYMBOL (UN OfS I).

Description of Duties of This Title.

The duties of incumbents of these positions are to take charge of welfare work among the indigent patients or inmates of the city institutions; to interview patients and the parents of all child patients, under 14 years of age; to do phoning and letter writing for patients; investigating and follow up work; referring patients at time of discharge to proper welfare agency; providing clothing, when necessary, to outgoing patients, taking patients to court, when necessary; making proper case histories and writing up daily report; performing any other related work that may be required.

Range of Compensation:
First Year:
$55.00 *per month.*
Second Year:
$57.50 *per month.*
Third Year:
$60.00 *per month.*
Fourth Year:
$62.50 *per month.*
Fifth Year:
$65.00 *per month.*
Room, board and laundry furnished.

TITLE—TELEPHONE OPERATOR, INSTITUTIONAL.

SYMBOL (UN OfT I).

Description of Duties of This Title.

The duties of incumbents of these positions are to operate telephone switchboards.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$37.50 *per month.*
Third Year:
$40.00 *per month.*
Room, board and laundry furnished.

TITLE—USHER.

SYMBOL (UN OfU I).

Description of Duties of This Title.

The duties of incumbents of these positions are to receive visitors and escort them through the different divisions of the institution; to act as a messenger within the institution and to perform such other minor clerical work as may be assigned.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$37.50 *per month.*
Third Year:
$40.00 *per month.*
Room, board and laundry furnished.

PRACTICAL NURSE GROUP.

SYMBOL (UN NP).

Definition of This Group.

The term "Practical Nurse Group" is applied to those offices or employments, in which incumbents are required to perform, under direction, duties not involving registration as a graduate nurse, incident to the nursing, care and comfort of patients or inmates in city institutions or hospitals.

GRADE I.

TITLE—PRACTICAL NURSE.

SYMBOL (UN NP IF).

Description of Duties of This Title.

The duties of incumbents of these positions are to assist, under direction, in the treatment and care of assigned sick or infirm patients and to perform such other routine nursing work as may be incident to the health, comfort and safety of patients under their charge.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$40.00 *per month.*
Third Year:
$45.00 *per month.*
Fourth Year:
$50.00 *per month.*
Room, board and laundry furnished. At Koch Hospital, 3-year range as fallows:
$45.00, $50.00, $55.00.

TITLE—MALE NURSE.

SYMBOL (UN NP IM).

Description of Duties of This Title.

The duties of incumbents of these positions are to assist, under direction, in the treatment and care of assigned sick or infirm patients and to perform such other routine nursing work as may be incident to the health, comfort and safety of patients under their charge.

Range of Compensation:
First Year:
$35.00 *per month.*
Second Year:
$40.00 *per month.*
Third Year:
$45.00 *per month.*
Fourth Year:
$50.00 *per month.*
Room, board and laundry furnished.

INVESTIGATIONAL SCHEDULE

SYMBOL (V).

(Rule II, Section 4 k.)

Definition of This Schedule.

The term "Investigational Schedule" is applied to those offices or employments, the duties of whose incumbents are to collect, examine into, classify and interpret facts pertaining to subjects, persons or things under investigation for the purpose of securing an independent basis for official action; to draw general conclusions or to make constructive suggestions and recommendations, where required; and to take such official action based upon the result of these investigations as may properly be delegated by responsible executives.

ASSESSOR GROUP.

SYMBOL (VA).

Definition of This Group.

The term "Assessor Group" is applied to those offices or employments of the Investigational Schedule in which incumbents are required to inspect, appraise, make record of and classify property, land, improvements and personal property, and determine the assessed valuation or if special taxes, the district and pro rata assessment against abutting, adjoining, and contiguous property.

GRADE I.

TITLE—DISTRICT DEPUTY ASSESSOR OF TAXES.

Rate of Compensation:
$2400.00 *per annum.*

SYMBOL (VA I).

Description of Duties of This Title.

Serve notices; scan grounds and buildings on every lot, valuing same and marking values on field plats; make weekly report and furnish information as to assessments; make permanent records on office plats; examine returns; where insufficient, summon taxpayers; where warrantee refuses to alter returns, summon him to appear before the Board of Equalization; appear before the Board of Equalization where appeals are made to explain and uphold assessments made on property, and examine sales of real estate in district, noting new buildings, and listing automobiles in district.

TITLE—DEPUTY ASSESSOR, SPECIAL TAXES.

Range of Compensation:
First Year:
$2100.00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2340.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

SYMBOL (VA S I).

Description of Duties of This Title.

The duties of incumbents of these positions are to construct plats for assessments that have been made; secure data for same in street department, surveyor's offices and recorder's office; and check work of other men in office.

TITLE—ASSESSOR OF SPECIAL TAXES.

SYMBOL (UAS II).

Description of Duties of This Title.

The duties of this position are the designating of assessment districts for public improvements, with responsibility for special assessment rates against properties in said districts according to ordinance and charter requirements.

Rate of Compensation:
$250 *per annum.*

EXAMINER GROUP.

SYMBOL (VE).

Definition of This Group.

The term "Examiner Group" is applied to those offices or employments of the Investigational Schedule in which incumbents are required to gather information and formulate questions for civil service examination, to rate papers and to perform other examining or investigating work incident to filling positions in the civil service or to carrying out the efficiency provision of the City Charter and the Rules Governing the Classified Service.

GRADE I.

TITLE—LABOR EXAMINER.

SYMBOL (VE I).

Description of Duties of This Title.

The duties of Labor Examiner are to conduct labor tests under the Rules Governing the Classified Service in accordance with the standards prescribed; to assist, when called upon, in the preparation, holding and rating of practical and labor examinations, and to perform incidental clerical work.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$120.00 *per month.*
Fourth Year:
$120.00 *per month.*
Fifth Year:
$125.00 *per month.*

GRADE II.

TITLE—ASSISTANT EXAMINER.

SYMBOL (VE II).

Description of Duties of This Title.

The duties of Assistant Examiner are to assist in gathering information, formulating questions, conducting examinations for both skilled and unskilled positions; grading of examination papers and determination of the proper ratings and standing of those examined, together with such clerical work as appertains to the proper conduct of the above; may be assigned to assist Examiner of Efficiency Records.

Range of Compensation:
First Year:
$1800.00 *per annum.*
Second Year:
$1920.00 *per annum.*
Third Year:
$2040.00 *per annum.*
Fourth Year:
$2040.00 *per annum.*
Fifth Year:
$2160.00 *per annum.*

GRADE III.

TITLE—EXAMINER, EFFICIENCY RECORDS.

SYMBOL (VE ER III).

Description of Duties of This Title.

The duties of Examiner, Efficiency Records are to administer the Rules Governing the Classified Service regarding efficiency records; to verify the efficiency ceptance of ratings, subject to the direction of the Chief Examiner.

Range of Compensation.
First Year:
$2100.00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2340.00 *per annum.*
Fifth Year:
$2400.00 *per annum.*

GRADE IV.

TITLE—CHIEF EXAMINER.

SYMBOL (VE IV).

Description of Duties of This Grade.

The duties of the Chief Examiner are to direct the preparation and conduct of all examinations in the Classified Service; to plan and direct the efficiency rating system; to direct investigations and classify all old and new positions in proper schedule, group and grade; to make investigations for standardization of salaries; and to advise the Efficiency Board on the operation and effects of all Rules Governing the Classified Service.

Range of Compensation:
First Year:
$3000.00 *per annum.*

SOCIAL INVESTIGATOR GROUP.

SYMBOL (VS).

Definition of This Group.

The term "Social Investigator Group" is applied to those offices or employments of the Investigational Schedule in which incumbents are required to perform or direct investigation of the circumstances of dependent children and other persons receiving or applying for charitable relief from the City of St. Louis, and to take needed action toward such relief.

GRADE I.

TITLE—INVESTIGATOR.

SYMBOL (VS I).

Description of Duties of This Title.

The duties of incumbents of these positions are to ascertain and report facts regarding the economic and social condition of persons receiving or applying for institutional or other relief from the City of St. Louis. To interview applicants for institutional care, treatment and relief, to receive and interview parents seeking the commitment of, admission of, or material relief for children, and to record, index and file histories.

Range of Compensation:
First Year:
$80.00 *per month.*
Second Year:
$85.00 *per month.*
Third Year:
$90.00 *per month.*
Fourth Year:
$95.00 *per month.*
Fifth Year:
$100.00 *per month.*

TITLE—TRAVELERS' AID INVESTIGATOR.

SYMBOL (VS T I).

Description of Duties of This Title.

The duties of these positions are to interview persons arriving in St. Louis at the Railroad Stations or elsewhere as assigned; ascertaining their economic condition and whether they are entitled to benefits of the Mullanphy Emmigrant Fund; making such reports as are required.

Range of Compensation:
First Year:
$80.00 *per month.*
Second Year:
$85.00 *per month.*
Third Year:
$90.00 *per month.*
Fourth Year:
$95.00 *per month.*
Fifth Year:
$100.00 *per month.*

GRADE II.

TITLE—VARIOUS TITLE FOLLOW.

SYMBOL (VS II).

Description of Duties of This Grade.

The duties of incumbents of these positions are to direct and be responsible for the work of employes of Grade I of this Group, including the planning, assigning and deciding on issues raised by subordinates, or complaints, or to perform work of Grade I where a greater burden of responsibility rests than on the ordinary incumbents of Grade I.

TITLE—ASSISTANT PAROLE AND PROBATION OFFICER.

SYMBOL (VS P II)

Description of Duties of This Title.

The duties of incumbents of these positions are to examine docket to see if former probationers are scheduled on docket; listen to testimony of prospective cases; talk with prisoners subject to parole or probation; make out cards showing conditions of probation; find out history of prisoners; visit the homes of prisoners placed on probation or parole to see that they are carrying out the conditions of the parole; work to the end of correcting the evil habits or inclinations of prisoners.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$120.00 *per month.*
Fourth Year:
$120.00 *per month.*
Fifth Year:
$125.00 *per month.*

TITLE—SOCIAL SERVICE WORKER.

SYMBOL (VS II).

Description of Duties of This Title.

The duties of incumbents of these positions include interviewing friends and relatives of patients; visiting in hospital wards; co-operating with social agencies and individuals in regard to care of persons needing relief or assistance; and aiding families of, and patients themselves in improving home conditions and family welfare by advice and reference to sources of aid.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$120.00 *per month.*
Fourth Year:
$120.00 *per month.*
Fifth Year:
$125.00 *per month.*

TITLE—CHIEF TRAVELERS' AID INVESTIGATOR.

SYMBOL (VS T II).

Description of Duties of This Title.

The duties of this position are to direct the work of Grade I employes, participate in the same duties at the railroad stations and elsewhere in the field, handle special problems arising and make reports on all field work.

Range of Compensation:
First Year:
$100.00 *per month.*
Second Year:
$110.00 *per month.*
Third Year:
$120.00 *per month.*
Fourth Year:
$120.00 *per month.*
Fifth Year:
$125.00 *per month.*

MISCELLANEOUS INVESTIGATOR GROUP.

SYMBOL (VM).

Definition of This Group.

The term "Miscellaneous Investigator Group" is applied to those offices or employments of the Investigational Schedule in which incumbents are required to perform investigational work not capable of classification with other groups, nor incidental to other employments.

TITLE—ABSTRACT ASSESSMENT CLERK.

SYMBOL (VM Ab).

Description of Duties of This Title.

The duties of incumbents of this position are to examine the records of the Recorder of Deeds, making reports of transfers of title, changes in ownership, values as shown by these transactions and any other data of value, to the Assessor of Revenue.

Range of Compensation:
First Year:
$115.00 *per month.*
Second Year:
$120.00 *per month:*
Third Year:
$125.00 *per month.*
Fourth Year:
$125.00 *per month.*
Fifth Year:
$130.00 *per month.*

TITLE—PROBATE ASSESSMENT CLERK.

SYMBOL (VM P).

Description of Duties of This Title.

The duties of incumbents of this position are to examine the records of the probate court and make full reports on the assessable valuation of the estates of deceased persons to the Assessor of Revenue.

Range of Compensation:
First Year:
$115.00 *per month.*
Second Year:
$120.00 *per month.*
Third Year:
$125.00 *per month.*
Fourth Year:
$125.00 *per month.*
Fifth Year:
$130.00 *per month.*

TITLE—EXAMINER OF DOCKET ACCOUNTS.

SYMBOL (VM D).

Description of Duties of This Title.

The duties of incumbents of this position are to check up the reports of Court Clerks, verify the collection of fines and fees daily, make report of same to the Comptroller, and perform such other investigations as may be assigned.

Range of Compensation:
First Year:
$125.00 *per month.*
Second Year:
$135.00 *per month.*
Third Year:
$140.00 *per month.*
Fourth Year:
$145.00 *per month.*
Fifth Year:
$150.00 *per month.*

TITLE—RIGHT OF WAY AGENT.

SYMBOL (VM R).

Description of Duties of This Title.

The duties of this position involve personal interviews with property owners to secure a right of way or other easement required by street, sewer, bridge, viaduct or other public improvements or extensions, and such other duties as may be assigned.

Range of Compensations
First Year:
$140.00 *per month.*
Second Year:
$145.00 *per month.*
Third Year:
$150.00 *per month.*

TITLE—ASSESSMENT ORDINANCE DRAFTSMAN.

SYMBOL (VM O).

Description of Duties of This Title.

The duties of this position involve the preparation of ordinances authorizing public improvements of streets, sewers, alleys; preparation of specification sheets for submission to contractors; preparation of advertisements for bids; keeping record of all work done and files of all plats and other sources used, and explanation of same to the public.

Range of Compensation:
First Year:
$2100.00 *per annum.*
Second Year:
$2220.00 *per annum.*
Third Year:
$2340.00 *per annum.*
Fourth Year:
$2340.00 *per annum.*
Fifth Year:
$2560.00 *per annum.*

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